

## **Bookshop Contract**

*Please read the Rabun County Public Library Bookshop Policy before completing this form. Please understand that the bookshop is also the accessible entrance to the library building. Library patrons and guests have the right to browse the bookshop as it is open to the public during library business hours. At no point can the doors or walkway connecting the two library entrances be blocked or obstructed in any way.*

### **Group or Individual Requesting Bookshop:**

Name \_\_\_\_\_

Library card number \_\_\_\_\_

Telephone number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Requesting date \_\_\_\_\_

Alternative date \_\_\_\_\_

Requesting time \_\_\_\_\_

Alternative time \_\_\_\_\_

Duration of bookshop reservation \_\_\_\_\_

**I will provide a computer and power cord, if needed. (Initials)** \_\_\_\_\_

Please provide another person's name who you designate that the library has permission to open the bookshop for, in the event you are delayed or unable to attend the event. You are still responsible for any damage to the bookshop and any additional cleaning will be billed to the person who signed the bookshop contract.

Name \_\_\_\_\_

Library card number \_\_\_\_\_

Telephone number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Before a meeting space is confirmed, the person responsible must pay a non-refundable deposit equal to at least 50% of the Bookshop fee. The balance must be paid in full prior to the event.

Please check one:

- Community or non-profit group: No fee
- Private social event: \$30.00 per hour.
- Training or educational event sponsored by a for-profit group: \$30.00 per hour.

Total cost \_\_\_\_\_

Bookshop Deposit \_\_\_\_\_

Deposit paid on \_\_\_\_\_

Remaining balance \_\_\_\_\_

Remaining balance due on \_\_\_\_\_

On behalf of myself or my organization, I have read and will comply with all the guidelines and procedures outlined in the *Rabun County Public Library Bookshop Policy*.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Confirmation by Library Manager or Business Manager**

\_\_\_\_\_

**Approval Date** \_\_\_\_\_