



Lone Cone Library

Room Rental Agreement

Conference Room

Please read all sections carefully, sign electronically, and submit.

Your reservation will not be complete without the submission of this form. Upon receipt of this agreement, should your reservation be outside of business hours, you will receive a door code no sooner than 48 hours prior to your reservation time.

Contact Information

To be filled out by the responsible party - All sections are required

First & Last Name *

Name of Business/Organization (If Applicable)

Full Mailing Address (Include city, state, zip) *

Phone Number *

Email Address *

Room & Event Details

Room Reserved *

Conference Room (\$5 / Hour) Other: _____

Conference Room Fee: \$5 per Hour

Purpose of Reservation *

Date of Reservation *

Start Time *

End Time *

Additional Times/Dates (If Applicable)

Equipment Walkthrough (Optional)

If you haven't used our space before, we recommend setting up a time to come in and make sure all devices easily hook up to our system and to allow you to become familiar with the amenities before you use them.

Would you like to schedule a time to meet with a staff member? *

Yes No

Preferred Walkthrough Time/Day (If Yes)

Additional Details

Is there any additional information you'd like to add to your reservation?

Required Review

Please review the Patron Code of Conduct and Meeting Room Policy before proceeding. *

- I have read, understood, and agree to the Code of Conduct
- I have read, understood, and agree to the Meeting Room Policy

Terms and Conditions

By checking each box, you are indicating that you understand and agree to the terms and conditions stated. *

- The room is to be used solely for the purpose stated above. Any other use is prohibited without prior written consent from the library.
- The renter is responsible for all setting up and cleaning up the room. The room must be returned to its original condition.
- The renter is responsible for any damage to the room or library property during the rental period. Any damage must be reported immediately.
- All attendees must adhere to the library's behavior guidelines. Disruptive behavior will result in immediate termination of the rental agreement.
- The library is not responsible for any personal injury, loss of property, or property damage occurring during the rental period.
- During regular business hours, our staff will generally be available to assist with audio/visual equipment as needed. However, for equipment use outside of these hours, the renter is responsible for all setup. We highly recommend scheduling a walkthrough prior to the event to ensure all devices are compatible and that you are comfortable with the equipment usage.
- All door codes will be assigned only after the rental agreement is signed.

Signature

By signing below, the renter agrees to abide by all terms and conditions outlined in this agreement.

Please type your name below. This counts as your signature. *

Date *

If you'd like a physical copy of this agreement, please let us know and we would be happy to provide you with one.

Lone Cone Library

1455 Pinion St, Norwood, CO 81423

Phone: 970-327-4833

Please call us if you have ANY questions.