



Community Room Rental Agreement

Please fill out this form completely and fax or return to KVMR at least two weeks in advance of your rental date. Early reservations are recommended.

Organization/Event Name _____

Contact Person _____

Contact Phone _____ e-mail _____

Date(s) you want to use the room _____

Start time _____ End time _____ (Please include your set-up and clean-up time.)

Briefly describe nature of your meeting(s) _____

Number of persons expected to attend _____ (34 is the maximum)

Thank you for your responsible use of this community resource. KVMR reserves the right to ask any user to leave if they are in violation of the conditions and responsibilities outlined in this policy, or if the user's activities pose a threat to the safety of staff or are in violation of the law.

By signing this agreement, I agree to hold KVMR harmless from any liability for damage, loss or destruction of property or injuries to any persons. Any claims for such loss, damage, or injury are waived by signing this agreement. I agree to accept responsibility for any damage occurring to the KVMR Community Room or its contents during use or as a result of such use, and will bear the full cost of repair, including replacement, if necessary.

I agree to the conditions outlined in the KVMR Community Room Rental Policy and Application/Agreement.

Signature: _____ Date: _____

Printed Name: _____

Fees Due: _____

Agreement and fees can be mailed to: KVMR, Attn: Community Room Rental, 120 Bridge Street, Nevada City, CA 95959 or dropped off at our office during business hours (M-F, 9-5).