

Town of Florence Library/Community Center Facility Use Application

Facility: Library & Community Center	Choose one or more: <input type="checkbox"/> Conference Room <input type="checkbox"/> Rec Room A <input type="checkbox"/> Rec Room B <input type="checkbox"/> Rec Room C <input type="checkbox"/> Ruggles 1 <input type="checkbox"/> Ruggles 2 *Please review page 2 of this form for room details and capacities
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Requested Date(s):	Start and End Time (include set-up and clean-up):
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Event Name:	Event Attendance:
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Room Set-up: <input type="checkbox"/> Banquet <input type="checkbox"/> Classroom <input type="checkbox"/> Conference <input type="checkbox"/> Theater <input type="checkbox"/> U Shaped <input type="checkbox"/> Special Layout (<i>provide diagram</i>)
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Audio/Visual: <input type="checkbox"/> Podium <input type="checkbox"/> Projector <input type="checkbox"/> Conference Phone <input type="checkbox"/> TV <input type="checkbox"/> Microphone <input type="checkbox"/> Owl Conference Camera	Please select the one that best describes you or your organization: <input type="checkbox"/> Resident/Non-profit <input type="checkbox"/> Non-Resident/Commercial
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Requester/Organization:	Email:
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Address:	Phone:
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- 1) The area reserved shall be left in an orderly condition. All paper, rubbish, and other debris shall be deposited in the proper receptacles for this purpose.
- 2) No glass containers.
- 3) No alcohol allowed.
- 4) Center hours shall be observed except as noted on the permit.
- 5) Both the applicant and organization agree to be financially responsible for all costs, personal injuries, and property damages arising from the facility use.
- 6) Unless previously arranged with the Facility Manager, set-up cannot start prior to the start time and clean-up cannot start after the end time.

The permit holder shall indemnify, defend and hold harmless the Town and its Officials, employees, and agents from and against any and all liabilities, judgments, settlements, losses, costs, or charges (including attorney's fees) incurred by the Town and/or any of its officials, employees, or agents as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss of property, damage caused by, arising out of, related to, or associated with this agreement.

I have read, understood, and agreed to abide by the Town of Florence Facility Use Rules outlined on this form and any attachments.

SIGNATURE OF RESPONSIBLE PARTY: _____ **Date:** _____

Rental Extras for Parks Facilities	Fee
Kitchen Use	<input type="checkbox"/> \$5 per hour
Tablecloths	<input type="checkbox"/> \$3 each
TOTAL FEES	\$

OFFICE USE ONLY	
Certificate of Insurance Required: <input type="checkbox"/> YES <input type="checkbox"/> WAIVED BY WHOM:	
Insurance Company:	Date of Certificate:
Entered by:	Notes:

Updated 1/23/2024



Viney Jones Library & Community Center

Room Capacities

Recreation Room A

- Theater Setup – (chairs in rows) – **Total 72**
- Classroom Setup - (tables and chairs presenter at the front) – **Total 36**
- Banquet Setup (rounds)- (6 round tables that seat 8) **Total 48**

Recreation Room B

- Theater Setup – (chairs in rows) – **Total 72**
- Classroom Setup - (tables and chairs presenter at the front) – **Total 36**
- Banquet Setup (rounds)- (6 round tables that seat 8) **Total 48**

Recreation Room C

- Theater Setup – (chairs in rows) – **Total 72**
- Classroom Setup - (tables and chairs presenter at the front) – **Total 36**
- Banquet Setup (rounds)- (6 round tables that seat 8) **Total 48**

Note: if you combine all three rooms together into one large room the capacities increase:

* The numbers listed below are subject to change and can decrease if a podium, projector, or TV is needed.

- Theater Setup – (chairs in rows) – **Total 240**
- Classroom Setup - (tables and chairs, presenter at the front) – **Total 132**
- Banquet Setup (rounds)- (21 round tables that seat 8) **Total 168**

Ruggles 1

- Theater Setup – (chairs in rows) – **Total 72**
- Classroom Setup - (tables and chairs presenter at the front) – **Total 36**
- Banquet Setup (rounds)- (4 round tables that seat 8) **Total 32**

Ruggles 2

- Theater Setup – (chairs in rows) – **Total 28**
- Classroom Setup - (tables and chairs presenter at the front) – **Total 24**
- Banquet Setup (rounds)- (2 round tables that seat 8) **Total 16**

Note: if you combine the two rooms together into one large room the capacities increase:

- Theater Setup – (chairs in rows) – **Total 120**
- Classroom Setup - (tables and chairs presenter at the front) – **Total 63**
- Banquet Setup (rounds)- (8 round tables that seat 8) **Total 64**