Oxford Public Library
City of Oxford
Facility Application

Oxford Public Library
110 East 6th Street
Oxford, AL 36203
Phone: 256-831-1750
Fax: 256-835-6140

Facility to be used: _____

Organization to use the facility: _____

Date: _____ Time: _____to_____

Description of activity: _____

A key deposit of $10.00 is due upon confirmation of use of the facilities. All remaining fees must be paid at least two (2) weeks prior to the scheduled event. After the event, when the room is checked and the key turned in, refund of the deposits will be made. Correct cash is required—NO CHECK OR CREDIT CARD. If the room or surrounding area is left unacceptable to the Director, or trash is left, I will not receive my deposit back.

Trash is expected to be emptied at the conclusion of the event (trash bags will not be provided). Food that has been served will be cleared and cleaned. A vacuum cleaner and carpet shampooer will be provided. All lights will be turned off. Nothing may be attached to the walls. Please make sure all doors are securely locked upon leaving the building.

ROOM FEES:

LARGE ROOM
46' x 60'
Room Fee: $300.00
Cleaning Deposit: $100.00

All requests must be made to the Oxford Public Library at least thirty (30) days prior to the event to ensure availability. The undersigned individual, on behalf of the above named organization, agrees to be entirely responsible for any and all losses, damages, or injuries to property owned by the City of Oxford while that organization or their guests are on City property.

Key # _____   Signature _____

Out _____/_____/_____ initial _____   Printed Name _____
Returned _____/_____/_____ initial _____

Paid: key deposit $_____   Address _____
       Cleaning deposit $_____
       Room fee $_____   _____
       Total $_____
                                             Phone _____

                                             Cell or business phone: _____