

Credit Card Authorization Form

Somerset Public Library, Village of Somerset, Wisconsin is authorized to charge the following credit card for the following use of the library facility.

Booking organization/business: _____

Other individuals under my organization/business are authorized under this credit card: Yes ____ No ____

Event information

Date: _____ **Time:** _____

Short event description: _____

Credit Card Information

In order for the library to reserve a meeting space, we need the following information from charge card:

Card type: _____ **Credit card #:** _____

Security code (3 digit # on back of card): _____ **Exp. Date:** _____

Billing address: _____

Meeting rooms and study rooms must be left in a clean, orderly condition and returned to their original configuration after use. Any and all damage to the room and/or equipment may result in the cancellation of current, or the refusal of future reservations, and a minimum fee of \$50 will be taken off the security deposit if the library staff must clean up after the group. If the actual cost for cleaning or repair is more than \$50 the total amount will be billed. This form will be kept in a secure location until the above group no longer holds reservations with Somerset Public Library or the credit card expires.

Amount to be charged in the event staff must clean or repair the facility: \$100.00

I agree that the information on my application is correct to the best of my knowledge and that I have read and agree to the terms stated on this application.

Printed Name: _____ **Signature** _____ **Date** _____