

# Incidentals Credit Card Authorization

I authorize the Yorba Linda Public Library to keep my signature and card information on file and to charge for unforeseen janitorial services, accidental breakage or damages to the facility, and incidentals for the rental facilities. Cleaning standards will be determined by Library Staff and contracted janitorial service deemed necessary to return the facility to its original condition.

By signing this form, you give the Library permission to debit your account for the amount of up to \$500 on or after the indicated date.

I, \_\_\_\_\_ hereby authorize the use of my credit card as the method of payment to cover the following charges as stated below:

- ☐ Janitorial Services needed to meet cleaning standards
- ☐ Breakages, damages and other incidentals to the rental rooms

## Authorization

Is this authorization for: ☐ single use rental ☐ multiple use rental

*If for single rental only this form will be kept on file in a secure location for the single use.*

If multiple use rental, is the City of Yorba Linda authorized to keep this form on file in a secure location to process fees for the dates and services described on this form? ☐ Yes ☐ No

Date(s) of Event \_\_\_\_\_

## Billing Information

Billing Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

## Card Details

☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Cardholder Name \_\_\_\_\_

Account/CC Number \_\_\_\_\_

Expiration Date \_\_\_\_ / \_\_\_\_

Zip Code \_\_\_\_\_

I authorize the City of Yorba Linda to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for the date(s) list above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

## Yorba Linda Public Library

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