

**Hillside Public Library**  
Meeting Room Contract and Application

Name of organization: \_\_\_\_\_ Expected attendance: \_\_\_\_\_

Room requested:      Small meeting room (capacity 10)      Large meeting room (capacity 50)

Date of meeting: \_\_\_\_\_ Meeting start time: \_\_\_\_\_ Meeting end time: \_\_\_\_\_

Description of organization: \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_

Name of person signing this form: \_\_\_\_\_ Library card number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

To ensure the best possible experience, please familiarize yourself with the information below as well as our Meeting Room Policy. The person signing this form is responsible for ensuring compliance. Failure to comply with the Meeting Room Policy may result in additional fees or may prevent you from reserving library facilities in the future. By signing this form you agree:

1. I am responsible for set up and clean up of the meeting room. The room will be provided to me clean and empty, and I must return it to the original condition. I must be in attendance for the entire duration of the meeting.
2. I may only use the meeting room 12 times per calendar year and cancellations within 24 hours of the scheduled meeting will result in the forfeiture of one of those uses.
3. Due to liability and insurance regulations all meetings must conclude and the meeting room shall be returned to its original condition at least 30 minutes before the library closes.
4. The name and contact information of the library may not be used in any publicity except to designate the location of the meeting.
5. No admission fees, sales, or fundraising are permitting.
6. All attendees must adhere to the Library Code of Conduct and all applicable laws and regulations.
7. Light refreshments may be served, but the library does not provide supplies or paper products.
8. Additional fees may be assessed if the room is left excessively messy, if attendance exceeds the posted capacity, or for any breakage, damage, or theft of library property.
9. I assume responsibility for supplying and assuming the cost of special accommodations that are requested by meeting participants. All meetings must comply with the Americans with Disabilities Act.
10. I agree to indemnify and hold harmless the library, its trustees, officer, agents, and employees from and against any and all losses, damages, costs, suits, actions of any kind, arising or resulting from any act, omission, or error of the group or individual and any users and resulting or relating to personal injuries or property damages arising from the use of the facility.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

This form must be submitted at least five days before the scheduled event.

For office use only

Date and time received: \_\_\_\_\_ Scheduled by: \_\_\_\_\_ Approved by: \_\_\_\_\_