

Hillside Public Library
Meeting Room Contract and Application

Name of organization: _____ Expected attendance: _____

Date of meeting: _____ Meeting start time: _____ Meeting end time: _____

Description of organization:

Detailed description of meeting (attach additional pages if necessary; consider providing your promotional materials):

Name of person signing this form: _____ Library card number: 29112000 _____

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 to the following:

1. The person requesting the use of the meeting room and signing this contract is responsible for set up and clean up of the meeting room. The room will be provided clean and empty and must be returned to its original condition. Requester must be in attendance for the entire duration of the meeting.
2. Requester 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. 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 permitted.
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. Requester must provide proof of liability coverage if requested by the library.
9. Requester assumes responsibility for supplying and assuming the cost of special accommodations requested by meeting participants. All meetings must comply with the Americans with Disabilities Act.
10. Requester agrees 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 business days before the scheduled event.

For office use only

Date and time received: _____ Scheduled by: _____ Approved by: _____