

Meeting Space Request Form

Please fill out the form below to request the use of this space.

Name of Organization *

Contact Information for Individual filling out this form and accepting responsibility for the group:

Contact Name *

Street Address *

City or Town *

Zip Code *

Email Address *

Phone Number *

Rooms are available during open hours only unless special permission is given by the director.

Date of Meeting/Event *

Start Time(including setup time) *

End Time(including clean-up time) *

Expected Attendance (30 person limit on Main Floor and Children's Area) *

Event Title *

Event Description *

Tell us more about your setup needs (ex. table and chair arrangements) *

Equipment Selection

(Library-provided equipment may not be available at requested time due to staffing levels.)

Projector

Laptop

DVD/Smart TV (basement only)

Screen for Projector

iPad

Owl (Online meeting microphone and video)

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Meeting Space is only available during open hours only unless special permission is given by director

Additional Fee for After Hours Use:

- \$35.00 per hour

Meeting Space Policy:

Please read the Library's Meeting Space Policy and Library Code of Conduct

By checking below, you agree to the following statement: *

I have read the Library's Meeting Space Policy and the Library Code of Conduct and agree to comply with its regulations and to accept responsibility for any expenses.

By checking below, you agree to the following: *

The Library assumes no liability for organizations or their meeting attendees using the Library facilities, or for theft or damage to vehicles or personal property while on the premises. The library is not responsible for equipment, clothing, or other items left on its premises at the close of a meeting. The undersigned jointly and severally agrees to indemnify and hold harmless the Library, and its agents/employees and its Successors and assigns, from any claims, action, liability, loss, damage or suit, arising from the use of the Library facilities. In the event of any asserted claim, the Library shall provide the undersigned reasonably timely written notice of the same, and thereafter the undersigned shall at its own expense defend, protect, and hold harmless the Library against said claim or any loss or liability thereunder.

By checking below you confirm that: *

I am at least 18 years of age.