

William E. Dermody Free Public Library

MEETING ROOM APPLICATION

Please read the Policy & Regulations on the Use of Library Meeting Room before completing this form.

Date of Application _____

Name of Organization _____

Name of Contact Person _____

Position in Organization _____

Address _____

Phone _____ (Day) _____ (Eve)

Email address _____

Program Information: Date(s) _____

Hours _____

Type of Activity (speaker, film, discussion, etc.)

Expected Attendance: Adults _____ Children _____

Will refreshments be served? _____

If applicant is requesting to use facilities during the evening hours, meeting room must be vacated no later than 8:45 PM

We have read and agree to abide by The William E. Dermody Free Public Library's policies and procedures governing the use of the Library's meeting rooms. We understand that if any policies are violated, such action will be regarded as sufficient grounds for the Library Board of Trustees to rescind my organization's room use and privileges. If our group uses any library owned equipment, I will be responsible for replacement of repair if any items are damaged.

Name of Applicant _____

Signature _____

Title _____ Date _____

Please return this completed form to the Library, no less than 20 days before your scheduled meeting.

If you have questions, please call the director at (201) 438-8866

Approved _____ Date _____

A copy of this application will be mailed to you as confirmation if requested.

HOLD HARMLESS AGREEMENT

Between the Williams E. Dermody Free Public Library, the Borough of Carlstadt AND

Organization Name _____

Address (No Post Office Box) _____

Phone Number _____

Organization Type _____

In consideration of the use of the:

Library Meeting Room _____

Trustee Conference Room _____

On the following dates: _____

For the purpose of _____

The undersigned agrees to defend, indemnify and hold the William E. Dermody Free Public Library and/or the Borough of Carlstadt and its officers, agents, and employees harmless from any and all liability, claims, costs, and attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement ("Agreement") also requires that the William E. Dermody Free Public Library and the Borough of Carlstadt is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to.

In order to induce the William E. Dermody Free Public Library and the Borough of Carlstadt to accept this Agreement, the following information concerning the intended use of the premises is furnished:

- a. Total number of persons anticipated is _____
- b. Live entertainment _____ will or _____ will not be provided
- c. Other: _____

Signed this _____ day of _____, 20__

Name of organization _____

Authorized signature _____

Print name _____

Title _____