

Revised 8/5/10 CEW

**Westhampton Public Library
Community Room Application for Reservation**

Applicant Information:

Name of applicant: _____

Organization: _____ **Tel:** _____

Address: _____

Fax: _____ **Email:** _____

Date of event: _____ **Time needed: from** _____ **am/pm to** _____ **am/pm**

Type of Organization:

Literary: ____ **Educational:** ____ **Philanthropic:** ____ **Civic:** ____

Other (explain): _____

Are you a nonprofit organization? Yes ____ **No** ____

Is this event open to the public? Yes ____ **No** ____

Activities to be conducted during your event: _____

Internet access is available in the Community Room. We currently do not have any available AV equipment.

RULES GOVERNING USE OF COMMUNITY ROOM:

1. Total capacity is 40 persons.
2. To protect interior finishes, materials may not be attached to windows or walls.
3. The Community Room must be restored to its original clean condition.
4. Unlawful activity shall not be permitted in the Community Room and such activity shall be a basis to deny future use of the space by groups or individuals violating this policy.
5. Use of alcohol and tobacco products is prohibited.

6. Meetings may be terminated by library personnel if the activities are disruptive to library services.
7. People aged 17 and under may not reserve the Community Room, and attendees aged 17 and under must be supervised by an adult responsible for the event held in the Community Room.
8. Permission to use meeting room is not transferable by any individual or group when application was previously approved.
9. Meeting room users agree to pay for any and all damages to library property resulting from their use of the property, including the actions of event attendees.
10. Users are requested to bring their own easels, office equipment and supplies.
11. Each applicant will receive a copy of the Community Room Usage Policy.

I certify that I am at least 18 years of age and an officer of the above named organization; that I have the authority to reserve the Community Room; and that the above statements are true to the best of my knowledge and belief.

I hereby agree that the applicant will be responsible for any damage caused by the applicant's organization to the library premises or furnishings because of the use of said premises, and agree to pay for said damages as assessed by the Library Board of Trustees. I have read and agree to abide by and uphold all rules and policies of the Westhampton Public Library governing the use of library premises.

I agree to protect, save, and keep the Westhampton Public Library's Board of Trustees, the Library Director, their agents and employees forever free and harmless and indemnified against and from any and all loss, cost, or expense arising out of or from any accident or other occurrence causing injury to any person or property whomsoever or whatsoever as a result of the use of the above premises.

Signature of representative for organization or group making reservation acknowledges that the governing rules above are understood.

Signature_____Title_____

Print name_____

Date_____