



APPLICATION FOR USE OF MEETING ROOMS

Applications must be received in the Administrative Office for review by the Library's Director. In the event that a question may arise as to the eligibility of any organization, group, or individual requesting the use of the meeting rooms, the Library Board shall be the final authority in granting or refusing permission to use the library's meeting rooms. Appeals for exceptions to these policies must be made in writing to the Library Board. The Library Board only may approve exceptions to the policies stated in this document.

(check one)

Name of organization _____ For-profit status

Non-profit status

Address of organization/president _____ Phone No _____

Name & Address of individual applying _____

Home Phone _____ Bus. Phone _____

Fax No. _____ E-Mail _____

Type/purpose of organization _____

Does your organization carry liability insurance? Yes _____ No _____

Purpose of meeting/program _____

Anticipated number of attendees: _____

Preferred date: _____ From _____ am/pm to _____ am/pm

Alternate date: _____ From _____ am/pm to _____ am/pm

Equipment needed from the library: _____

Equipment to be brought in by organization: _____

Do you plan to distribute literature? Yes No If yes, please enclose sample.

Do you plan to advertise? Yes No If yes, please enclose sample.

I have read and agree to comply with the rules of the Haverford Township Free Library regarding the use of the Community Room.

Signature

Date

Indemnity and Hold Harmless Agreement

_____ agrees to Indemnity and Hold Harmless the Haverford Township Free Library Board of Trustees, the Township of Haverford, and the Haverford Township Free Library, their agents and employees from and against all claims, damages, losses and expenses including reasonable attorney's fees, arising out of the use of the community Room within the Haverford Township Free Library, including claims as to bodily injury, illness death or property damage.

Signature

Date