

Program Room Reservation Form

Please read the attached Facilities Use Policy to ensure your meeting/event qualifies to be held at the library. No room reservation is complete until a completed, signed ORIGINAL of this form is actually received by Library staff. Please make a copy of this form for your files before submitting it, and confirm with the staff that your reservation has been booked.

Organization Information

Organization Name _____

Type of Organization (e.g. Non-profit, social group etc.) _____

Address _____

Contact Person _____ **Title** _____

Phone _____ **Email** _____

Event Information

Date: _____

Title and description of event: _____

Start Time: _____ **End Time:** _____

* all events must end at least 30 minutes prior to library closing time for clean-up.

Type of Event: _____

Estimated Attendance: _____

Furniture needed (provide numbers) _____ Tables _____ Chairs

Equipment needed (circle all that apply):

TV DVD player Overhead Projector Laptop Lectern

Will you be serving food or drink? YES or NO

Events that are not open to the public, including personal parties or gatherings, those that generate revenue will be charged a \$50.00 room use fee.

The undersigned shall agree to indemnify and hold harmless Baldwin Borough Public Library and its representatives from any and all costs, damages, losses, claims, and expenses incurred, directly or indirectly, a result of such organization's use of a meeting room. Such costs, damages, losses, claims, and expenses shall include, without limitation, any damage to the meeting room or any other part of the Library facilities.

The library assumes no responsibility for any equipment, supplies or materials brought to the library by any group or individual attending the meeting; nor does it assume any liability for groups or individuals attending a meeting/activity in the library.

The library assumes no responsibility for damage to, or theft of, any item displayed or exhibited in the program room. All items are placed in the meeting room at the owner's risk.

If library equipment is used, the user shall set it up in advance of the meeting hour. The user shall have knowledge of how to operate the equipment. It is not the responsibility of the library staff to operate the equipment.

I understand that the program room may not be used for sales, solicitation or other commercial purposes.

I realize that failure to give twenty-four (24) hours' notice of cancellation may result in a ban on room use for a minimum of six (6) months.

I agree to report any injury or accident occurring on the premises. I agree to abide by these and all other terms and conditions as set forth in the Baldwin Borough Public Library Program Room Use Policy, and hereby acknowledge receipt of a copy of said policy.

Date _____

Signature _____

Library Barcode _____

Date _____

Library Staff Signature _____