Application Form to Reserve

The Community Room
North Adams Public Library

Our organization agrees to indemnify and hold harmless the city and all of its officers, employees, trustees, from any claims, demands, suits, causes of action or judgments, that any person may have as a result of any damages or injuries while utilizing the Community Room.

Date Requested _____

Time to enter _____ Time to leave _____

Name of organization _____

Address of organization _____

Individual making the application _____

Phone _____ email _____

# of people expected _____

Refreshments served Yes No ($10 fee for serving refreshments)

Non-profit Yes No

Fees for organizations that are for profit ($20) per hour or $100 for the day) _____

Equipment needed _____ chairs _____ Tables _____ Screen

Equipment rental : Overhead projector ($5) Television & dvd player ($25)
LCD projector & computer ($50)

By signing this application, you agree that the Community Room will be used in conformity with the Community Room policy. You also agree to accept responsibility for any property damage to the Community Room and its contents and to see that groups have proper adult supervision.

A library staff must be present in the building during the times that the Meeting Room is being used.

_____ _____
Signature Date of application

Amount of fees _____