

# Application Form to Reserve

## The Community Room North Adams Public Library

Fax to: (413 662-3039)

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 \_\_\_\_\_