

Room Reservation Application North Adams Public Library

E-mail to library@northadams-ma.gov or Fax to (413) 662-3039

Room Requested: 3rd floor Community Room 3rd floor Meeting Room

Date needed: _____ Time to enter: _____ Time to leave: _____

Must be finished and cleaned up 15 min. before closing.

Name of organization: _____

Address of organization: _____

Individual making the application: _____

Contact phone: _____ email: _____

of people expected _____ Equipment needed: _____ chairs _____ tables _____ screen

Indicate number of chairs and tables.

Refreshments served? (*\$10 fee for serving refreshments*) Yes No _____

Equipment rental:

- Overhead projector \$5 _____
- Small TV with DVD player \$25 _____
- LCD projector & computer \$50 _____

Non-profit? (*For-profit org. fees \$20/hr or \$100/day*) Yes No _____

Total fees: _____

By signing this application:

- You agree the reserved room will be used in conformity with the Meeting Room policy (<http://www.naplibrary.com/policies/community-room-policy/>).
- You agree to accept responsibility for any property damage to the reserved room and its contents and to see that groups have proper adult supervision.
- You agree 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.

Library staff must be present in the building during the times that a meeting room is used. Library hours can be found here: <http://www.naplibrary.com/>

Signature

Date of application