

USE OF LIBRARY PUBLIC MEETING SPACES BY OUTSIDE GROUPS

ASSUMPTION OF LIABILITY STATEMENT

In consideration of the use of the Library Room and associated equipment, undersigned organization agrees that:

- a. It will pay for all damage to any property of the Library and/or the Township of Springfield resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization, or any of its invitees; and
- b. It will hold harmless and indemnify the Library and the Township of Springfield and their boards, employees and agents from and against any and all liability which may be imposed upon them for any injury to persons or property caused by the organization or any person in connection with a meeting.

Applicant's Signature _____ Date _____

Applicant's Printed Name and Title

Organization _____

Room to be used _____ Date and Time _____

APPLICATION TO USE PUBLIC MEETING SPACE

Date of Application: _____

Name of Organization: _____

Non-profit: _____

Authorized Representative: _____
Print name and telephone number

Person Responsible at Time of Event: _____

Organization Address: _____

Organization Daytime Phone: _____ E-Mail: _____

Type of Function: _____

Room Requested:

Museum: _____ (3 hours: \$50 – non-profit,

Meeting Room: _ (3 hours: \$25 – non-profit,

Date Requested: _____ Start Time: _____ End Time: _____

Alternate Date Requested: _____ Start Time: _____ End Time: _____

Room Setup: _____

STAFF USE ONLY

Received on: _____ By: (Staff Initials): _____

Notification on: _ By: (Staff Initials): _____ Notification Phone: _____

Fee Total: _____ Fee Received on: _____ By: (Staff Initials): _____

Liability Statement Received on: _____ By: (Staff Initials): _____