

**RUTH KEELER MEMORIAL LIBRARY**

**APPLICATION FOR USE OF LIBRARY SPACES**

Public Space Requested (check all that is appropriate)

Main Room    Children's Room    Community Meeting Room

Name of Applicant/  
Organization/Group/Individual \_\_\_\_\_

Name of Responsible Individual \_\_\_\_\_

Relationship to Group Applicant \_\_\_\_\_

Address (Applicant or Responsible Individual) \_\_\_\_\_

\_\_\_\_\_

Phone Number Day \_\_\_\_\_ Evening \_\_\_\_\_  
Cell \_\_\_\_\_ Email \_\_\_\_\_

Title and brief Description of Meeting, Event or Display \_\_\_\_\_

\_\_\_\_\_

Date (s) needed (include set-up and clean-up/dismantle) \_\_\_\_\_

Time(s) needed (include set-up and clean-up) \_\_\_\_\_

Number of People Expected \_\_\_\_\_

Refreshments, if served \_\_\_\_\_

Alcohol    Yes    No

Library Equipment Requested for use:

Tables, Chairs, Projector Screen, Electricity, Podium, Piano, Other

For any approved use of Library equipment, it is the sole responsibility of the Applicant to determine, in advance of the intended use, whether that equipment is suitable for its intended purpose and whether that equipment is fully compatible with the Applicant's own devices (for example, whether the

Applicant's computer and computer cables are fully compatible with the Library's projector). Library personnel are not available to determine suitability or compatibility or to assist with setting up equipment and devices.

Will Applicant provide insurance:            Yes      No

In the event the Library requests the applicant to provide a Certificate of Insurance, it is understood that the Ruth Keeler Memorial Library shall be added as a Named Insured.

The library may not be used for commercial, political or religious purposes.

Does your Meeting, Event or Display involve:

Fund-raising      Sales      Fees      Donations

Brief description: \_\_\_\_\_

Percentage of Receipts that Applicant agrees to pay to the Library: \_\_\_\_\_

For any Meeting or Event involving children under 18 years of age, the Applicant must provide adult supervision of at least one adult for every five children.

Applicant is responsible for its own set-up and clean-up. The Applicant agrees to restore the facility and its property to its original condition after each use. If clean-up is unsatisfactory, the Library reserves the right to charge for clean-up: \$75 Main Room, \$50 Children's Room, \$50 Community Room. Applicant agrees to reimburse the Library for any damage to the Library or its property during or resulting from Applicant's Meeting, Event or Display whether caused by Applicant itself or any attendee. Applicant also agrees to indemnify and hold harmless the Library and its trustees, officers, employees and agents from any and all liability or expense (including reasonable attorney fees) arising from or relating to any claim of loss, injury or damage to persons or property allegedly sustained during or by reason of such Meeting, Event or Display.

The undersigned individual affirms that he or she has read the Library's policies regard to use of its public spaces and the Applicant agrees to all terms and conditions therein.

Agreed on behalf of Applicant:

\_\_\_\_\_ Date: \_\_\_\_\_

Approved on behalf of the Library:

\_\_\_\_\_ Date: \_\_\_\_\_

12/23  
CS  
JG