

Meeting Room Request & Agreement

Moses Greeley Parker Memorial Library
Dracut, Massachusetts

The Trustees meet once a month, therefore they will need two months lead time to process applications. Approval/Disapproval will be communicated directly, in writing, to the applicant after each meeting. The decision will be communicated to Library staff at that time. The Trustees will meet to consider an appeal of a rejected request if submitted in writing.

Note: No room reservation is complete until a completed, signed ORIGINAL of this form is actually received by library staff. Please make a copy of this form for your files before submitting it, and confirm with staff that your reservation has been booked. Please read the Meeting Room & Use of Library Facilities Policy thoroughly before signing this form. This form constitutes an agreement that you will ensure that the rules and regulations set forth in the Policy will be adhered to.

1) Local Sponsor/ Contact Person: The following resident of Dracut, Massachusetts, who has signed below as "Sponsor" affirms that the use of the meeting room has a civic, educational, informational, artistic, philanthropic, or recreational purpose with a substantial value to the community of Dracut. In case the library staff needs to contact the organization for any reason before or after the event, the sponsor will be contacted. The following person listed below will be called in the event of a weather problem or other emergency or change, and it is his/her responsibility to contact all group members. It is assumed that this person, or the Sponsor will be in attendance at the meeting:

By: _____
(Contact/Sponsor's signature)

Name: _____ Telephone # _____ (W)
(Print name)

Telephone # _____ (H)

Address: _____
Dracut Massachusetts 01826

2) Type of Organization

___ a non-profit or government organization ___ an unincorporated group

___ an individual ___ other (please describe) _____

3) Description of Activity, Event or Meeting

Please use the space below to describe the activities planned, and how the room will be set up.

_____ # of chairs _____ # of tables _____ # of **parking spaces** that you anticipate will be used.
_____ # of people List equipment wanted:

4) Date(s) & Time(s) of Meetings Requested

No organization may book more than 12 meetings per year, or for more than 6 months in advance. If you are requesting multiple dates, please append a list of those dates.

Date Room Requested Start time End Time Size of meeting

5) Indemnification

The undersigned hereby agrees to hold the Library Board of Trustees, the Town of Dracut and all library staff, harmless from and to indemnify them against all costs, damages, losses, claims, expenses incurred, directly or indirectly, as the result of this group's use of a meeting space. Such costs, damages, losses, claims and expenses shall include, without limitation, any damage to the meeting room or any other part of the building, grounds or collections; the cost of employee overtime, if occasioned by the use of the premises; the cost of police protection, if deemed necessary by the Board of Trustees; and any claim asserted by any third person against the Board of Trustees, the Town of Dracut and/or any library staff on account of any alleged injury causally related to the meeting, together with defense costs including reasonable attorneys' fees.

6) Release

In consideration of the use of library facilities, the undersigned, for themselves and on behalf of each and all of its members and guests hereby releases, remises and waives any and all claims which they, or any of them, ever will or may have against the Board of Trustees, the Town of Dracut, and the library staff for any injury to persons or damage to property suffered by such group or any of its members or guests during or as a result of the use of the meeting room, except insofar as such injury or damage is directly and solely caused by the negligence or intentional misconduct of any persons belonging to or acting on behalf of the Board of Trustees, the government of the Town of Dracut or the library staff.

7) Meeting Room & Facilities Use Policy

The undersigned acknowledges receipt of a copy of the Meeting Room and Facilities Use Policy of the Moses Greeley Parker Memorial Library Board of Trustees, and agrees to abide thereby.

Witness our hands and seals as of this _____ day of _____, 20_____

Name of Organization

Signature Sponsor/Contact Person

Print Name

Address

Telephone #

Date Received _____

Trustee's decision: Approve _____ Disapprove _____ Date: _____

Reasons disapproved: _____