

Meredith Public Library Function Room/Maker Space/Historic Study Room

Use Permit

Name of Organization: _____ Contact Person: _____

Phone: _____ Email Address: _____

Mailing Address: _____

Day & Date Requested _____ Start time (including set up) _____

End time (including clean-up) _____ Number of people expected? _____

Number chairs? _____ Number of tables? _____ Library equipment you will need to borrow? (such as laptop, microphone, etc.) _____

Will you need training on how to use library equipment? _____

Which Room would you like to reserve?

Function Room (Limit 170) _____ Maker Space (Limit 25) _____ Historic Study Room (Limit 16) _____

I understand the maximum capacity for this room and agree not to exceed the room capacity. If the capacity is exceeded, then the event can be shut down as designated by the state fire marshal. _____

I have read the Meredith Public Library Meeting Room Policy. _____

I certify that I am a member of the organization reserving the room. _____

The requesting person assumes any and all responsibility when using the facility for a special use and will see that the facility is cleaned and made presentable before leaving the premises and will immediately report any damages. The requesting person also assumes responsibility for carrying out any trash generated during this event. The Meredith Public Library and the Town of Meredith reserve the right to bill the permit holder for any unforeseen expenses or damages to our property at the sole discretion of the Library.

I _____ agree to protect, indemnify, save, defend and hold harmless the Meredith Public Library, including its officials, agents, volunteers and employees ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, economic injury or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of the use of the Meredith Library meeting space by _____

(Organization Name) (Date)

Signature of Permit Holder: _____

Meeting Room Use Permit Approved by: _____

(Employee Name) (Date)