Meredith Public Library Function Room/Maker Space Use Permit

Name of Organization:_____Contact Person:_____

Phone:_____Email Address:_____

Mailing Address:_____

Day & Date Requested_____Time start(including set up)_____

Time end(including clean-up)_____#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) ____

I understand the maximum capacity for this room and agree to insure we don't exceed the room capacity and if the capacity is exceeded, then the event can be shut down_____

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 _____.

Signature of Permit Holder: Date:

Meeting Room Use Permit Approved by:

_____   _____

                                               Date