

BROCKTON PUBLIC LIBRARY
APPLICATION FOR USE OF MEETING ROOM
(Please print or type)

Request is hereby made for the use of the Meeting Room

on _____, 20 ____ from _____ to _____

West Branch (Capacity 112)	_____
East Branch (Capacity 112)	_____
Main Library Multi-purpose Room (Capacity 165)	_____
Main Library Trustees' Room (Capacity 12)	_____
Main Library Large Conference Room (Capacity 18)	_____
Main Library Small Conference Room (Capacity 6)	_____

Name of applicant organization _____

Address _____

Reserved by _____ Home Phone _____ Business Phone _____

Type of Organization: Library Related _____ Educational _____

Cultural _____ Recreational _____ Civic _____ other (explain) _____

Activities to be conducted _____

_____ Attendance expected _____

I certify that I am an officer of the above named organization, that I have the authority to reserve the meeting room, and that the above statements are true to the best of my knowledge and belief.

I hereby agree that the applicant will be responsible for any damage caused by the applicant to the library premises, furniture, or equipment because of the use of said premises by the above applicant, and agree to pay for said damages as assessed by the Library Board of Trustees.

I have read and agree to abide by and uphold all rules and policies of the Brockton Public Library governing the use of library, premises or equipment, including regulations prohibiting charging an entrance fee, soliciting donations, or limiting attendance.

I also agree to protect, save, and keep the City of Brockton, the Board of Trustees, the Library Director, their agents and employees forever free and harmless and indemnified against and from any and all loss, cost, or expense arising out of or from any accident or other occurrence causing injury to any person or property whomsoever or whatsoever as a result of the use of the above premises.

Date _____ Signature _____

Date _____ Approved _____

Phone: 508-580-7890

Set-Up Request

Our group will need:

_____ Chairs
_____ Tables
_____ Podium
_____ A-V (please specify) _____
_____ Kitchen