

Free Library of Northampton Township Meeting Room Reservation and Agreement Form

Community Room: _____ Conference Room: _____ Board Room: _____
(capacity of 120) (capacity of 25) (capacity of 12)

Participating Organization _____

_____ Non-profit

_____ Profit **FEE for Room:** Community \$75 per hour Conference \$50 per hour Board \$40 per hour

FEE PAID? _____ Yes _____ No _____ N/A Amount of Payment: _____

Day(s) / Date(s) of Event _____

Starting Time _____ Ending Time _____

Description of Event _____

_____ Approximate Attendance _____

Equipment Requested

_____ DVD player & monitor _____ VCR & monitor _____ Carousel projector

Community Room Use # of tables needed _____ # of chairs needed _____

Contact Person (please print) _____

Address _____

Phone Number _____ Cell Phone Number _____

Email Address _____

In consideration of allowing the use of a meeting room at the Free Library of Northampton Township, I hereby release and agree to indemnify and hold harmless Northampton Township, the Township Supervisors, Library Board and Staff from any and all liability with respect to bodily injury and property damage incurred resulting from the use of the facilities and premises.

I hereby agree to the terms and conditions as outlined in this agreement and policy.

Signature _____ Date _____

Library Representative _____ Date _____

Insurance Certificate Received? _____ Yes _____ No _____ N/A