



Meeting Room Reservation and Agreement Form

Community Room: _____ Conference Room: _____ May-Sweeney Board Room: _____
(capacity = 125) (capacity = 30) (capacity = 14)
\$75/hour \$50/hour \$40/hour

Participating Organization _____

Non-profit _____ Profit _____

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

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

Starting Time _____ Ending Time _____

Description of Event _____

_____ Approximate Attendance _____

Library Equipment: Whiteboard _____ Markers _____ Projector _____ Microphone _____

Tables (how many?) _____

Contact Person (please print legibly) _____

Address _____

Phone Number _____ Email Address _____

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

In addition, we also agree to leave library equipment and rooms in the same condition as they were when we arrived, including returning used chairs to their storage location and returning any used equipment to the Reference Desk staff upon departure. We agree to arrive and depart at the times noted on the agreement above.

Room users are expected to abide by normal library behavior regarding excessive noise and other similar actions as determined by library staff.

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

Signature _____ Date _____

Library Representative _____ Date _____

This reservation was placed on calendar? Insurance Certificate received? Yes _____ No _____ N/A _____