

**Buckland Public Library, Inc.
Application for Use of Community Room**

Name of Organization/Individual:

Town in which organization is based:

Contact Person:

Telephone number:

Email address:

Postal address:

Town of Residence:

Name and description of event:

Date of event:

Hours of event (please include anticipated set up and clean up time):

Number of attendees expected:

Name of designated parking monitor if > 20 attendees expected:

Refreshments to be served, if any:

Materials to be used and provided by organization (beyond those typically used in meetings, such as art supplies):

Equipment to be used and provided by organization (including musical instruments and amplification equipment):

Equipment requested to be used and provided by Library (please check those that apply

folding chairs: # _____

folding tables: # _____

kitchenette appliances: items: _____

I have read and agree to comply with the Community Room policies and procedures and agree to reimburse BPL, Inc. for any expenses incurred by the Library as a direct result of my use of the Community Room:

Signature of
contact: _____ Date _____

LESSEE/USER'S INDEMNIFICATION STATEMENT

I, and/or the _____ (name of organization) shall, to the maximum extent permitted by law, indemnify and save harmless the Buckland Public Library, Inc. and the Town of Buckland, their officers, agents, volunteers, and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs, and expenses (including reasonable attorney's fees) that may arise out of or in connection with my or my organization's lease or use of the Community Room located at the Buckland Public Library, 30 Upper Street, Buckland, for any damage or injury to persons and/or real or personal property that occurs in conjunction with the lease or use of the Community Room by me or my organization.

Signature: _____

Printed Name: _____ Date: _____

To be completed by Library Director

Checklist completed:

Key returned:

Fee received: