

CAMAS PUBLIC LIBRARY MEETING ROOM APPLICATION

Use of the Library's meeting room is governed by the policies established by the Library Board of Trustees. Groups are expected to abide with the policies. Groups must have an approved application and a signed Hold Harmless Agreement on file to use the meeting rooms. The application must be renewed each year. Each second floor meeting room is *wheelchair accessible*. Meeting Room A has a capacity of 49; Meeting Room B, 57. These can be opened up to form one large room with a capacity of 106.

Group Name Date of Application

Person in Charge of Meeting Title

Address: City Zip Phone (Home & Work)

Is your group a non-profit organization? _____ Are your meetings open to the general public? _____

Do you charge an entrance fee (other than club dues) for your meetings? _____

What is the purpose of your meetings? _____

Will you serve refreshments? _____ Will you need the kitchen? _____

Will you require library audiovisual equipment? _____ If yes, sign equipment agreement.

Dates and times you wish to reserve: (Specify ***BEGINNING*** and ***ENDING TIMES & DATES.***)

Approximately how many persons will attend the meeting? _____

I have read the Library's Meeting Room Use Policy and agree to observe the rules outlined therein, and I have read and signed the Hold Harmless Agreements.

Signature of Person in Charge

Meeting room use approved () Room: _____ Conditional () Denied ()

Reasons/conditions for denial: _____

Library Director/Assistant Director

Date

FOR LIBRARY USE	Amount Paid	Check #	Invoice #	Deposit Refunded – Date refunded		
				Yes	No	-
Deposit Fee						
Room Fee						
Kitchen Fee						
After Hours Fee						
Application Fee				NON-REFUNDABLE		





HOLD HARMLESS AGREEMENT

I hereby request the use of meeting space at the Camas Public Library and agree to abide by the rules and regulations established relating to meeting room use. I understand that the Use Agreement is non-transferable. I agree to keep the facility clean and in orderly condition, and also agree to be responsible for any damages resulting from my activities or use.

I agree to defend, indemnify and hold harmless the City of Camas, the Camas Public Library and its officers, employees, agents, elected officials, and volunteers hereinafter referred to collectively as "the City" from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of the Library or from any activity, work or thing done, permitted, or suffered by me in or about the Library, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

The Camas Public Library reserves the right to change or cancel any part of the Agreement.

Signature: _____ Date: _____

Group Name: _____