Nesmith Library, 8 Fellows Road, Windham, NH 03087
www.nesmithlibrary.org 603-432-7154, fax: 603-537-0097
MULTIPURPOSE ROOM APPROPRIATE USE AGREEMENT
Please Print

USER GROUP (**Official Name**): _____

URL (**Official Group Website**): _____
      (if available)

CHECK ONE: ____Windham Governmental Department/Board/Committee
                    ____Windham Nonprofit Organization
                    ____Windham Community Group
                    ____Windham Club
                    ____Other (please specify) _____

DATE OF PROPOSED USE:

	DAY	DATE	START TIME	END TIME
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

(**May book 4 dates per calendar year**)

PURPOSE OF USE: _____

EXPECTED ATTENDANCE: _____ # TABLES REQUIRED: _____ # CHAIRS REQUIRED: _____
 (Maximum standing occupancy 125)   (Maximum at tables 35)   (Maximum sitting 50)

User is responsible for set up and returning the room to the condition in which it was found.

CONTACT PERSON (please print): _____

ADDRESS: _____

WORK PHONE: _____ HOME PHONE: _____

EMAIL: _____

Alternate contact person if contact person (above) will not be in attendance at time of meeting, designated as the responsible person for this agreement.

NAME: _____

(H) PHONE: _____ (Cell) PHONE: _____ (W) PHONE: _____

USE RESTRICTIONS: USER shall, and shall cause its guests, servants, contractors, and other invitees to abide by the rules and regulations, as established by the LIBRARY governing use of the premises. **For the safety of minor children, and the enjoyment of all patrons using the library, all children under the age of ten, shall at all times be attended and adequately supervised by an adult.** By signature below, the SIGNER acknowledges that the USER understands and will obey the Multipurpose Room Policy (copies available upon request).

RELEASE/INDEMNITY: USER agrees that the LIBRARY shall not be responsible for any loss, damage, injury or liability to its guests, servants, contractors or other invitees, or to its or their property for any cause or reason whatsoever. To the fullest extent permitted by law, USER agrees to indemnify and hold harmless the LIBRARY, its agents, and employees against any and all claims, suits and demands, liabilities and damages, including attorney's fees and litigation costs and expenses, resulting from or arising in connection with or incidental to USER use of the premises.

APPLICANT'S SIGNATURE: _____ DATE: _____

NOTE: Requests for use of the Multipurpose Room are subject to approval of the Library Director.