MULTIPURPOSE ROOM APPROPRIATE USE AGREEMENT

Please Print

USER GROUP (Official Name): ____________________________________________________________

URL (Official Group Website): __________________________________________________________

CHECK ONE:  
___Windham Governmental Department/Board/Committee 
___Windham Nonprofit Organization 
___Windham Community Group 
___Windham Club 
___Other (please specify) __________________________________________________________

DATE OF PROPOSED USE:  
(May book 4 dates per calendar year)

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<tr>
<th>DAY</th>
<th>DATE</th>
<th>START TIME</th>
<th>END TIME</th>
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PURPOSE OF USE:  

EXPECTED ATTENDANCE: __________ # TABLES REQUIRED: ________ # CHAIRS REQUIRED: __________

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.

FOR OFFICIAL USE:
Request taken by Library Staff (initial) __________ Approved by Library Director _______
Entered in Library Insight Calendar: (date) __________ (initial) __________
Denied by Library Director __________ Notified (date): Person _____ Message _____ Voicemail _____

Revised 8-22-14dm