



Nesmith Library, 8 Fellows Road, Windham, NH 03087

www.nesmithlibrary.org 603-432-7154

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: (May book 4 dates per calendar year) DAY DATE START TIME END TIME
1. _____
2. _____
3. _____
4. _____

PURPOSE OF USE: _____

EXPECTED ATTENDANCE: _____ # TABLES REQUIRED: _____ # CHAIRS REQUIRED: _____
(Maximum occupancy 96) (Maximum with tables 45)

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

CONTACT PERSON (please print): _____

ADDRESS: _____

CELL PHONE: _____ HOME PHONE: _____ or WORK 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 _____
Denied by Library Director _____ Notified (date): Person _____ Message _____ Voicemail _____