

USE OF FACILITIES AGREEMENT FORM

Name of Organization: _____

Name of Representative: _____

Address/Telephone: _____

Facilities Requested: _____

Special Equipment: _____

Date and Time Requested: _____

Purpose for Use: _____

The applicant organization’s representative has read and agrees to the Policies and Rules for Use of Library Facilities available online at the library’s website or in person at the library. In addition:

1. The organization and the organization’s representative hereby agree and undertake to save and hold blameless Prince Memorial Library from any and all claims for damages, personal and otherwise, that may arise out of the use of Prince Memorial Library and its property, whether by a member of the above-named organization or by other persons using or enjoying said property, and without regard to whether the damage, personal or otherwise, is brought about or caused by negligence, whether on the part of the organization, the organization’s representative, Prince Memorial Library, or all three.
2. The organization and the organization’s representative will be responsible for and agree to pay for damages done, exclusive of ordinary wear and tear.
3. By signing below, you acknowledge that Prince Memorial Library requests that groups and individuals using library facilities for meetings are required to park in the further reaches of the library’s parking lot and will tell all meeting attendees to do so.

Organization’s Representative

Prince Memorial Library Rep.

Title

Title

Date Filed

Date Approved