Room Reservation Application North Adams Public Library

E-mail to library@northadams-ma.gov or Fax to (413) 662-3039

Room Requested: ◯ 3rd floor Community Room *Max 50 people.* ◯ 3rd floor Meeting Room *Max 15 people. Has 1 large table, no screen.*

Date needed: _____ **Time to enter:** _____ **Time to leave:** _____

Must be finished and cleaned up 15 min. before closing.

Name of organization: _____

Address of organization: _____

Individual making the application: _____

Contact phone: _____ **email:** _____

# of people expected _____ **Equipment needed:** _____ chairs _____ tables _____ screen

For Comm. Room, Indicate number of chairs and tables.

Refreshments served? (*$10 fee for serving refreshments)* Yes No _____

Equipment rental:

- Small TV with DVD player $25 _____
- LCD projector & computer $50 _____

Non-profit? *(For-profit org. fees $20/hr or $100/day)* Yes No _____

Total fees: _____

By signing this application:

- You agree the reserved room will be used in conformity with the Meeting Room policy (http://www.naplibrary.com/policies/community-room-policy/).
- You agree to accept responsibility for any property damage to the reserved room and its contents and to see that groups have proper adult supervision.
- You agree to indemnify and hold harmless the City and all of its officers, employees, trustees, from any claims, demands, suits, causes of action or judgments, that any person may have as a result of any damages or injuries while utilizing the Community Room.

Library staff must be present in the building during the times that a meeting room is used. Library hours can be found here: http://www.naplibrary.com/

_____ _____

Signature Date of application

Once this application is approved you will receive a confirmation email. The room is not officially reserved until that point.