

Muehl Public Library  
MEETING ROOM REQUEST FORM

Date Taken \_\_\_\_\_ By \_\_\_\_\_

Name of Group or Person \_\_\_\_\_

Date Wanted \_\_\_\_\_ Program begins \_\_\_\_\_ ends \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Topic or subject of meeting \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

AGREEMENT

Applicant agrees to abide by all regulations of the Library regarding use of the facilities and accepts responsibility for any damage caused to the building or its equipment, other than normal wear.

Applicant shall indemnify and hold harmless the Library Board, City of Seymour, their agents, officers, employees and volunteers from any and all damage, or loss, or liability of any kind whatsoever occasioned upon and/or within the library premises, or ways or walk adjacent thereto, by reason of any bodily injury to, or death of, any person, or by reason of any injury to property of third persons occasioned by any act of omission, neglect or wrongdoing of the applicant of any of his/her, and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other persons admitted by the applicant to the premises, and the applicant will, by his/her, and/or its own cost and expense, defend and protect the Library Board, City of Seymour, their agents, officers, employees, and volunteers against any and all such claims and demands.

The Library Board, City of Seymour, their agents, officers, and employees and volunteers are not responsible for loss of or damage to individual property while using the meeting room.

The Board reserves the right to request a proof of liability insurance from its users.

\_\_\_\_\_  
(signature of applicant)

For Office Use Only:

Approved by \_\_\_\_\_ Date \_\_\_\_\_

5/2011