

**Booth & Dimock Memorial Library
Community Room Application and Release Form**

The Booth & Dimock Memorial Library's Stave Family Community Room is available to the public, free of charge, subject to the user incurring financial responsibility for damages to Library property as described below. Please review the Community Room Policy then complete and return this form via email at bdlibrary@coventry-ct.gov or deliver to the Library. Please call 860-742-7606 with any questions.

Name of Organization/Organizer _____

Name of Applicant _____

Postal Address _____

Email Address _____

Primary Phone _____ Alternate Phone _____

Date of Event _____

Event Start Time _____ Event End Time _____

Community Room reservations include time to set up and clean up.

Anticipated Attendance _____

Brief Description of event _____

Please initial each statement:

____ I understand and will follow the Community Room Policy (separate document).

____ I will not require, request, or accept any payment from participants of my event.

____ I understand that I am responsible for setting up chairs, tables, etc. and will leave the room in the same condition in which it was found.

_____ I will include the following disclaimer on any publicity for my event: “This program is not sponsored by the Booth & Dimock Memorial Library.”

_____ If my meeting requires use of the Library’s projector, I understand that I need to receive training prior to my event.

_____ If my meeting is after-hours, I understand that I cannot exit through Door B unless it is an emergency. Failure to comply may result in being denied use of the Community Room in the future.

_____ If my meeting is after-hours, I understand that I must return the key to the lock box immediately upon completion of my event.

_____ I assume financial responsibility for damage to any Library furniture or equipment.

Any individual or group that uses the Community Room pursuant to the Community Room Policy agrees to defend, indemnify, and hold harmless the Booth & Dimock Memorial Library, its employees, officers, and trustees from any and all claims, demands, losses, costs, settlements, fines, penalties, and other expenses (including legal fees) that may be incurred, directly or indirectly, as the result of the use of the Community Room by any such individual or group.

Signature of Authorized Representative

Date

Signature of Library Director

Date

Revised October 2023

Revised June 2016

Revised June 2008

Revised April 2002

Adopted November 1993