

VALLEY COTTAGE LIBRARY

110 Route 303, Valley Cottage, New York, 10989 845-268-7700 valleycottagelibrary.org

CURIOSITY · INSPIRATION · CONNECTION

APPLICATION TO USE A VALLEY COTTAGE LIBRARY MEETING ROOM

Room reservations may be cancelled without notice in response to COVID-19.

Organization: _____

Applicant name: _____

Address: _____

Phone: _____

Date of use: _____

Time from: _____ to _____ **All evening programs MUST end by 8:45PM unless prior arrangements to engage Custodian have been made with the Meeting Room Reservations Manager.**

Purpose of meeting: _____

Number of persons attending: _____

Equipment Needed	Room Set up Diagram
How many tables?	<div>Back of Room</div> <div>Front of Room</div>
How many chairs?	
Blackboard?	
Lectern?	
Other?	
Microphone?	
A/V equipment? <i>(A/V equipment requires staff supervision)</i>	

The library reserves the right to revoke and cancel any permission granted when such use may be in conflict with the best interest of the library.

Signature of applicant: _____

Return deposit to this address: _____

Phone: _____

RESPONSIBILITY AND LIABILITY

Both the individual signing the application and the organization on behalf of which the application is made shall, and by the execution of the application does, assume joint and several responsibility and liability for any injury to people or any breakage, damage or loss of supplies, equipment, buildings or grounds of the library and any or all injuries sustained at or because of the activity at the library.

Whenever the library facilities are used, there is the possibility that persons may be injured or bring legal action against the library and the sponsoring organizations for personal liability. The library's Board of Trustees carries a public liability insurance policy to protect the library against such action. Since it is possible that the sponsoring organization may also be sued for such liability, the organization should protect itself by obtaining a temporary insurance policy protecting such organization. By signing the application, the organization acknowledges that it recognizes its responsibility in this regard.

The library does not assume any responsibility or liability for any personal property left, or injury incurred on the premises.

THE LIBRARY RESERVES THE RIGHT TO WAIVE, AMEND OR VARY ANY OF THE RULES OF THE LIBRARY.

Signature of applicant: _____

Date: _____