



## **BATH TOWNSHIP PUBLIC LIBRARY**

### **Community Room Reservation Form**

*The Bath Township Public Library welcomes groups and organizations to use our community room. Please read through the Meeting Room Policy before reserving the room.*

#### Library Hours:

Monday - Friday: 10 a.m. to 8 p.m.

Friday -Saturday: 10 a.m. to 4 p.m.

#### Meeting Room Policy

- I. The Meeting Room is available at no charge for use by
  - a. Civic Organizations
  - b. Community Organizations
  - c. Cultural Organizations
  - d. Educational Organizations
  - e. Not-For-Profit Organizations may schedule the meeting room for non-commercial and non-profit purposes.
- II. For-Profit and Other Groups will be charged \$30.00 for the first 3 hours of use and an additional \$5.00 for every hour after the first 3 hours.
- III. Meeting Rooms are not available for personal parties.
- IV. Use of the meeting room is restricted to hours of operation.
- V. Groups and organizations will be charged for any damages incurred to the room while in use.
- VI. Library sponsored activities always take precedence in scheduling the meeting room.
- VII. Meeting room capacity is guided by Bath Township Fire Marshall. Which is 40 people with table and chairs and 80 without.

To reserve the Community Room, you must review the Community Room Policy (see attached) and fill out the form below.

Type of Group (Circle one): Civic   Community   Cultural   Educational   Non-Profit  
For-Profit   Other



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By checking this box, I certify that I have received a copy of and read the Community Room Policy.

Group Name: \_\_\_\_\_

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

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Number of attendees: \_\_\_\_\_ Date of event(s): \_\_\_\_\_

Activity: \_\_\_\_\_

Notes on special assistance needed:

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## Liability Release Statement

It is hereby understood and agreed, if this application is granted, the undersigned will assume all and exclusive responsibility for the preservation of order and the sole and exclusive liability for any injury to persons, and any damage to, or loss of property that may result from this use, and for the due observance of all regulations of the Board of Library Trustees. The organization agrees to indemnify the Bath Township Public Library and hold the same harmless against all claims, demands, damages, costs, and expenses including reasonable attorneys' fees for the defense of such claims, arising out of the organizations of the meeting room. Also, it is understood and agreed between the applicant and the Bath Township Public Library that the applicant has read the regulations governing the rental of the room and that the condition contained therein will be observed.

Signature of Organization's Executive Officer/Applicant:

\_\_\_\_\_ Date: \_\_\_\_\_

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