

## 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
  - c. Cultural
  - d. Education organizations
  - e. Not-For-Profit Organizations may schedule the meeting room for non-commercial and non-profit purposes.
- II. Meeting Rooms are not available for personal parties.
- III. Use of the meeting room is restricted to hours of operation.
- IV. Groups and organizations will be charged for any damages incurred to the room while in use.
- V. To use the Community Room, the group or organization must fill out a room reservation form, which can be found at the circulation desk.
- VI. Library sponsored activities always take precedence in scheduling the meeting room.
- VII. Meeting room capacity is guided by Bath Township Fire Marshall.

Please fill out the form below so we can assure your place on the calendar and be prepared to assist you.

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

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

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

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

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

Notes on special assistance needed: \_\_\_\_\_

\_\_\_\_\_

### 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: \_\_\_\_\_

***Bath Township Public Library, P.O. Box 368, 14033 Webster Road, Bath MI 48808, 517-641-7111***