

HOPKINTON TOWN LIBRARY

ROOM RESERVATION FORM

Date: _____

Name of Group or Organization: _____

Contact Person: _____ Phone Number _____

Expected Number or People in Attendance: _____

Purpose of Room Request:

Room Requested: Bates Community Room _____ Local History Room _____
(LH Room use must start when library is open)

Requested Dates:	Time (From-To)
_____	_____
_____	_____
_____	_____

The Library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization using its meeting rooms. Any individual, group, or organization using a meeting room shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending the meeting.

Any individual, group or organization holding a meeting in the library must fully release and discharge the Hopkinton Town Library, its trustees and staff, the Town of Hopkinton, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the meeting. They must further indemnify and hold harmless and defend the Hopkinton Town Library, its trustees and staff, the Town of Hopkinton, its officers, agents, and employees from any and all claims resulting from injuries, including death, damages and losses, including but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the meeting.

I have read the policy for use of the selected meeting room and understand the conditions under which it may be used and that failure to comply will result in cancellation of or refusal of future reservations.

Signed: _____ Date: _____