

**FREE LIBRARY OF NORTHAMPTON TOWNSHIP**

---

**Meeting Room Reservation and Agreement Form**

Community Room: \_\_\_\_\_ Conference Room: \_\_\_\_\_ May-Sweeney Board Room: \_\_\_\_\_  
(capacity = 125) (capacity = 25) (capacity = 12)  
\$75/hour \$50/hour \$40/hour

**Participating Organization** \_\_\_\_\_

Non-profit \_\_\_\_\_ Profit \_\_\_\_\_

FEE PAID? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ Amount of Payment: \_\_\_\_\_

Day(s) / Date(s) of Event \_\_\_\_\_

Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Description of Event \_\_\_\_\_

Approximate Attendance \_\_\_\_\_

**Library Equipment:** Whiteboard \_\_\_ Markers \_\_\_ Projector \_\_\_ Microphone \_\_\_ Tables (how many?) \_\_\_\_\_

**Contact Person** (please print legibly) \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

*In consideration of allowing the use of a meeting room at Free Library of Northampton Township, I hereby release and agree to indemnify and hold harmless the Township of Northampton, the Township Board of Supervisors, the Library Board, and library staff from any and all liability with respect to bodily injury and property damage incurred resulting from the use of the facilities and premises.*

*In addition, we also agree to leave library equipment and rooms in the same condition, as they were when we arrived, including returning used chairs to their storage location and returning any used equipment to the Reference Desk staff upon departure. We agree to arrive and depart at the times noted on the agreement above.*

*Room users are expected to abide by normal library behavior regarding excessive noise and other similar actions as determined by library staff.*

I hereby agree to the terms and conditions as outlined in this agreement and policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Library Representative \_\_\_\_\_ Date \_\_\_\_\_

This reservation was placed on calendar?   Insurance Certificate received? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_