

Polk County Library

Meeting Room Application

Phone: 417-326-4531

Group Name:

Primary Contact:

Phone:

Secondary Contact:

Phone:

Purpose of Meeting:

Room Requested:

Conference Room

Meeting Room

Date Requested:

Time:

Will food be served? Yes No **Will you use the kitchenette?** Yes No

If yes, a \$25 refundable cleaning deposit will be collected. This deposit will be refunded after an inspection of the room has been completed by a staff member.

Equipment Request:

Equipment use requires advance scheduling. The library is not responsible for equipment failure or incompatibility.

DVD Player

T.V.

Computer

Projector

The undersigned, on behalf of the above named organization, hereby indicates that he/she has read and agrees to comply with the policy and procedures governing the use of all Polk County Library meeting spaces. The undersigned assumes all responsibility for the preservation of order and the sole responsibility for any injury to person, damage to the Library facilities, Library or personal property, or loss of Library or personal property that may result from this use. The Polk County Library system will not be responsible for any materials, equipment, or personal belongings left in the building. Person or Organizations holding events assume responsibility for damage to rooms, equipment, or contents.

Date of application:

Signature of Liable Person:

Hold Harmless Agreement

The user/use permit holder agrees to hold harmless Polk County Library System Board for any injury or damages to the person or property of any person in the use of said premises or incurred during users/use permit holder's use of said premises and to defend that users/use permit holders' expense, any legal action that may be brought against the Polk County Library System Board, the City of Bolivar, the City of Humansville, the City of Fairplay, the City of Morrisville or it's agents, officers, board members or employees for the personal injury and/or property damage during the period of use.

Date:

Signature:

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