

Application for Use of Bradley Public Library Meeting Rooms

Select 1: Ruth Drassler Community Room Frances Wertz Conference Room

Name: _____

Business/Organization Name: _____

Address: _____

Phone Number: _____ Email: _____

Meeting Date Requested: _____

Time (including set-up and clean-up): _____

Expected Attendance: _____

Nature of Use: government, not-for-profit, or educational organization

business or commercial event

Rental Fees: _____

I, the undersigned, hereby waive and release any claims, causes of action, damages or demands I may have against the Bradley Public Library District, its Board of Trustees, and employees thereof arising out of or in connection with my use of the aforesaid room. I further agree to defend and hold harmless the Bradley Public Library District, its Board of Trustees, and employees thereof from any claims, causes of action, damages or demands which may be made on account of the aforesaid function. I further agree to assume all responsibility for the conduct and safety of my guests and assume all financial responsibility to make payment to the Bradley Public Library District for any damages done to the Bradley Public Library by myself or my guests while in attendance at this function.

I have read and understand the attached Meeting Room policy and will personally be responsible for compliance with them.

Signature: _____ Date: _____

For Office Use Only

Approved: Yes No Drassler Comm. _____ Wertz Conf. _____

Rental Fee Due: _____ Method of Payment: Check # _____ Cash _____

Staff Signature: _____ Date: _____