

W.J. Niederkorn Library - Community Room Application Form

Today's date: _____

Meeting Information

Title of meeting/event: _____

Description: _____

Preferred Date of Meeting: _____ Alternate Date: _____

Preferred Meeting Start Time: _____ Preferred Meeting End Time: _____

Estimated Number of Attendees: _____

Room Use Charge: _____

Contact Information

Name of individual, organization, group, or business: _____

If your organization non-profit? Circle: YES NO

Organization address: _____

(Street)

(City)

(State)

(Zip Code)

Organization Contact: _____

(First)

(Last)

(Title)

Telephone: _____ Email: _____

Agreement

I, the undersigned applicant for myself or on behalf of the organization, group or business the applicant is making this request, hereby release the W.J. Niederkorn Library and the City of Port Washington, its employees or agents from any liability for damages, claims or injury of any kind or nature whatsoever occurring while applicant is using the Community Room and Library facility. It is agreed and understood that all property of any kind brought onto the premises shall be at the risk of the applicant. The W.J. Niederkorn Library, the City of Port Washington, and their employees and/or agents shall not be liable for any injury, loss, or damage to said property or injury to any person on the premises.

The undersigned applicant:

- 1) Has read and understands the rules and regulations stated in the Community Room Policy and will be personally responsible for assuring said use complies with these rules.
- 2) Agrees to be liable for any damage caused to the Library facility or equipment by anyone attending the applicant's event.
- 3) Acknowledges permission to use the Community Room is not endorsement of the group's policies, beliefs, or activities by the W.J. Niederkorn Library, the City of Port Washington, or their employees or agents.

Printed Name: _____

Signature: _____ Date: _____

STAFF USE

Circle: APPROVED DENIED Staff name: _____ Date: _____ Payment received: _____