

Basehor Community Library Meeting Room Reservation Application

Name of Organization _____

Contact Person _____

Full Address of Contact Person _____

City _____ State _____ Zip _____

Home Number _____ Cell Number _____

E-Mail _____

Briefly describe the event:

Room requested: (Check one) Room 101 (Upstairs) Room 004 (Downstairs)

Anticipated attendance _____ Date Requested _____

Time Requested (Include set-up and clean-up time) * Start time _____ End time _____

**Events must be scheduled during the library's open hours only. Events must adjourn and all clean-up completed by the library's scheduled closing time.*

Will there be food/beverages? Yes No (Organization must provide own table service.)

Will additional equipment not belonging to the library be used? Yes No

If yes, briefly explain. _____

The undersigned agrees to:

(1) Conform to all regulations printed in the Basehor Community Library Meeting Room Use Policy, (2) hold the Basehor Community Library, its staff, board of trustees or agents harmless from any and all claims which may arise out of the applicant's or group's use of the meeting room, grounds, facilities, and equipment, and (3) fully indemnify the Basehor Community Library for any or all expenditures and damages relating thereto. The undersigned further represents that he or she is fully authorized to enter into this agreement for and on the behalf of said group or organization.

Meetings room reservations are not confirmed until the completed application has been reviewed and approved by the designated library personnel.

Signature of applicant _____ Date _____