

North Shore Library Community Room Schedule for Year 20__

Organization: _____

Please Print

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Month	Date	Start Time	End Time	Food	Kitchen	No Show		Month	Date	Start Time	End Time	Food	Kitchen	No Show
Jan	15	1pm	4pm	Y	n	Init.		Jan	15	1pm	4pm	Y	n	Init.

Library Use Only	
Notes:	
Staff member assisting customer:	Date



North Shore Library Community Room Request Form

Organization: _____

Please Print _____

Purpose/Description of meeting content, please be specific.

Are you affiliated with any organization(s) not identified above? If yes, please provide the name.

Completed Release of Liability and Indemnity Agreement are required.

Remember to observe the Library's regulations on the use of the Community Room including returning the room to the standard set up.

Failure to comply will affect your ability to use the room in the future.

I have read the rules governing the use of the North Shore Library Community Room and do hereby certify that our organization agrees to abide by them. We further agree to hold the North Shore Library and any and all member communities harmless from any loss, damage, liability, costs and/or expense that may arise during use or caused in any way by such use of the North Shore Library Facilities.

Signature: _____ **Date:** _____

Because of the limited space of the Library parking lot, we request that your group car pool, or try to park in the south, east, and north lots to allow room for library patron parking.

Library Use Only			
Registration Form Complete	Yes / No	Liability Release Form Complete	Yes / No
Cert. of Insurance Required	Yes / No	Cert. of Insurance Complete	Yes / No
Group Approved Date		Approver	
Denied Reason/Date			
Group Contacted Date		Contacted By	



North Shore Library
Use of Facilities
Release of Liability and Indemnity Agreement

For and in consideration of the use of the North Shore Library meeting room, facilities, and equipment (collectively known as the "property"),

(name of sponsoring agency)

Hereinafter identified as the "User" , by its / their agent,

(name of contact person)

on behalf of itself, its members, guests and invitees, does/do hereby agree to the following:

1. The premises, equipment, and facilities are accepted in condition as is.
2. The North Shore Library Board of Trustees and its individual members, City of Glendale, Villages of Bayside, Fox Point and River Hills employees, library volunteers and appointees, the North Shore Library Board and its individual members, and Library employees, are all released from any and all liability and claims for any injury or damage to persons and property resulting from or during the User's use of the property.
3. The User shall hold harmless and indemnify all of those organizations, groups and individuals named in Paragraph 2 above from and against any and all liability for injuries, damages, losses, claims, judgments, demands, costs, expenses, and attorney fees which may arise from the permissive use granted.
4. The User shall defend all of the parties named in Paragraph 2 in any and all legal actions, which may be brought against them as a result of the User's use of the property. The use granted is for the purpose(s) noted on the application form(s).
5. The date or dates of such use is/are for the time period(s) noted on the application form(s). It is the responsibility of the User to file with the North Shore Library a Release of Liability and Indemnity Agreement at the beginning of each calendar year.
6. This release applies only to negligence and not to intentional or reckless acts.

Dated this _____ day of _____ .

Name of Sponsoring Agency (please print)

Contact for Sponsoring Agency (Signature)

Title