

## HATCH PUBLIC LIBRARY MEETING ROOM RESERVATION FORM

Room reservation requested for: \_\_\_ Community Meeting Room \_\_\_ Conference Room

Name of Organization: \_\_\_\_\_

Description of event:  
\_\_\_\_\_

Please list in detail on the reverse side of this form any and all equipment, props, and/or materials that will be brought into the library building.

Date of event: \_\_\_\_\_

Starting time of event: \_\_\_\_\_ Ending time of event: \_\_\_\_\_

Anticipated number of participants: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

The Undersigned hereby applies for the use of a meeting room for the non-profit purposes indicated above.

It is certified by the Undersigned that the purpose of use for which this application is requested is non-commercial, non-partisan, non-sectarian, and non-exclusive (open to the public). It is agreed that while being used, by the Undersigned, proper control will be maintained over the building and any persons who may be therein. It is agreed that any damage beyond normal wear and tear while being used for the purpose requested will be the liability of the Undersigned. Costs for any cleaning required for damage beyond normal wear and tear while being used for the purpose requested will also be the liability of the Undersigned.

The Undersigned agrees to indemnify, save and hold free and harmless the Hatch Public Library, the City of Mauston et al, and the City of Mauston, their officers, agents, or employees, or any of them, may sustain or incur, or that may be imposed upon any of them, or injury to, or death of, persons or damages to property arising out of, connected with, or attributable to the use and occupancy of the Hatch Public Library, as provided herein.

The Undersigned agrees to be **personally** liable for compliance with the terms and conditions of the Hatch Public Library Meeting Rooms Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

\* If able, please park on Mansion Street, behind the Library.

\* Please consider making a donation to the Library for the use of the facilities.