

**APPLICATION FOR USE OF MEETING ROOM**

Name of Organization \_\_\_\_\_  
Nonprofit? \_\_\_\_\_ Tax Exempt # \_\_\_\_\_ For Profit? \_\_\_\_\_  
(A nonprofit organization is required to provide its Tax Exempt number.)

Person Responsible for Program: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

Date of Meeting or Event \_\_\_\_\_ Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_  
Room Requesting: \_\_\_\_\_ Number of People Expected \_\_\_\_\_  
Equipment Needed: #Chairs \_\_\_\_\_ #Tables \_\_\_\_\_ Other (please specify) \_\_\_\_\_  
\_\_\_\_\_

How to Set Up Room \_\_\_\_\_

Are you requesting before or after hours use? (please see Library hours below) \_\_\_\_\_

(Before or after hours use MUST be arranged in advance and is dependent upon the availability of Library staff.)

\_\_\_\_\_ agrees to indemnify and hold harmless the Town of Stratford, its agents and employees, and the Stratford Library Association, its Board of Directors, Trustees, agents and employees harmless from any liability, loss or damage they may suffer as a result of claims, demands, costs or judgments arising out of the use of the Library facilities pursuant to this Agreement.

All fees and security deposits are payable in advance at the time of application. Checks for security deposits must be separate from checks for fees. Checks should be made payable to the Stratford Library Association. The person signing this form must be in attendance at the event and is responsible for the group's observance of the Meeting Room Policies and Guidelines. This form must be completed and signed by both parties prior to the event taking place. No date shall be considered confirmed until the Library returns a copy of this application page with an authorized signature.

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

Library Signature \_\_\_\_\_ Date \_\_\_\_\_

| <u>Library Hours</u>  |              |
|-----------------------|--------------|
| Monday – Thursday     | 10 AM - 8 PM |
| Friday & Saturday     | 10 AM - 5 PM |
| Sundays               | 1 PM - 5 PM  |
| (October through May) |              |