

**Wilmington Public Library District  
Application for use of the Meeting Room**

Name of group \_\_\_\_\_

Date(s) of meeting \_\_\_\_\_

Standing reservation for \_\_\_\_\_

Time of meeting: From \_\_\_\_\_ to \_\_\_\_\_ [include group set-up and clean up time if needed]

Anticipated attendance \_\_\_\_\_

Contact Person: Name \_\_\_\_\_ Phone \_\_\_\_\_

Brief description of meeting/program: \_\_\_\_\_

\_\_\_\_\_

Description of room set-up needed (i.e. number of chairs and tables, table configuration, etc.): \_\_\_\_\_

\_\_\_\_\_

Date of application \_\_\_\_\_

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- I have read the Wilmington Public Library's meeting room policy and the group I represent will adhere to the guidelines contained in it.
- I am a duly authorized representative of the group. In that capacity, I agree to defend, indemnify and hold harmless the Board of Trustees of the Wilmington Public Library District, its agents, officials and employees from all claims, suits, losses, damages, expenses including reasonable attorney's fees which may arise from this agreement or the use of the library premises or facilities, whether or not it is alleged or determined that the same was caused through negligence of the organization or its constituents.

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

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FOR LIBRARY USE:

Date received \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Meeting room scheduled \_\_\_\_\_