

**Smithfields Branch Library  
of the Eastern Monroe Public Library  
Annual Meeting Room Agreement Form 2016**

**Please print this form and send it with requested information to: Sue Young, Smithfields Library, 507 Seven Bridge Rd., Suite 507, East Stroudsburg, PA 18301 or [smf@monroepl.org](mailto:smf@monroepl.org) (570) 223-1881**

Name of Group: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Phone Number: (     )     -     \_\_\_\_\_ Email Address: \_\_\_\_\_

Is this a non-profit group? \_\_\_\_yes \_\_\_\_no

Meeting Date: mo \_\_\_\_ day \_\_\_\_ year \_\_\_\_ start time \_\_\_\_ end time \_\_\_\_

Is this a periodic meeting? If so, please specify; use back of page if needed.

\*Approximately how many people will be attending the meeting? \_\_\_\_\_

Please specify how many tables/chairs and what type of equipment are needed (**EMPL does not promise room set-up but will try to make sure the tables and chairs needed are available**):

**Awareness of Library Policies**

I am aware that free use of the Eastern Monroe Public Library's meeting room facilities is only available to non-profit groups. I agree to abide by all procedures and stipulations stated in the **Eastern Monroe Public Library Use of Meeting Room/Library Facilities** document. I understand that my contact information may be used by library staff to refer interested people to the group I represent.

**I agree to notify the reference desk in the event that a scheduled meeting is cancelled. I understand that the room should be left clean and ready for the next user.** Although the library will make every effort to honor all reservations, I understand that the library reserves the right to change room schedules. If the library closes due to weather or other emergencies, all meetings will be cancelled. Notification of library closing is made on WVPO and WSBG radio.

**Indemnification of EMPL**

The above named group conducting a meeting or presenting a program on library premises will assume full responsibility for property damage or injuries sustained by its members or participants while on EMPL premises and for any harm or injury caused by its members/participants to others on the premises. The Eastern Monroe Public Library will be held harmless for such bodily injuries. Circumstances may require the library to request proof of insurance.

**I understand and accept all the above conditions.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

Entered on calendar

Emailed to Confirm

Please note that the 2016 reservation sign up start will be in October 15, 2015.

(check each box when complete)