

Eastern Monroe Public Library
Annual Meeting Room Agreement Form 2018

Please print this form and mail or fax it with requested information to: Adult Services Department,
Eastern Monroe Public Library, 1002 North Ninth Street, Stroudsburg, PA 18360 Fax number: (570) 421-0212

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: _____

Approximately how many people will be attending the meeting? _____

Community Rm: ____ Board Rm: ____ 2nd floor Meeting Room ____ 2nd fl Conf Rm: ____ (Please Check One)
(up to 100 people) (12-15) (15-20) (8-10)

Please specify how many tables/chairs and what type of equipment are preferred (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 hosting meetings open to everyone. 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 the library website.

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

Printed Name

Date

Please note that the 2019 reservation sign up start will be in October, 2018

For official use only:

Entered in calendar

Notification emailed