

**Eastern Monroe Public Library – Smithfields Branch  
Annual Meeting Room Agreement Form 2017**

Please print this form and mail with requested information to: Smithfields Library, 507 Seven Bridge Road, East Stroudsburg, PA 18301 or e-mail to smf@monroepl.org

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

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

Name of Primary Contact (please print): \_\_\_\_\_

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: \_\_\_\_\_

Approximate number attending: \_\_\_\_\_

**Please indicate number of tables/chairs/etc. preferred. (EMPL cannot promise room set-up but will endeavor to ensure 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 policy.
- I understand that my contact information may be used by the library staff to refer interested parties to the group I represent.
- I agree to notify the reference desk staff in the event that a scheduled meeting must be cancelled. Failure to do so on two or more occasions may result in suspension of meeting room privileges.
- I understand 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 closures will be mad on WVPO, WSBG, on the Eastern Monroe Public Library homepage and Facebook page.

**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*

Please note that the 2018 reservation sign ups start will be in October, 2017.

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FOR OFFICIAL USE ONLY:

Entered in calendar

Confirmed via Email

Staff Initials