

APPENDIX J

Meeting Room Reservation Request Form
Bolivar County Library System

Today's date: _____ Branch Name: _____

Name of leader, primary contact person/person in charge _____
(**must be 18 years of age or older and possess a valid Bolivar County Library borrower's card):

Address: _____

City, State, Zip Code _____

Home phone: (____) _____ - _____

Work phone: (____) _____ - _____

Cell phone/pager info: (____) _____ - _____

E-mail address: _____

Name of Organization (please do not use abbreviations or initials):

Purpose of Organization: _____

Approximate number of members: _____

Estimated attendance of meeting: _____

Name of additional contact person (optional): _____

Address: _____

City, State, Zip Code: _____

Home phone: (____) _____ - _____

Work phone: (____) _____ - _____

Cell phone/pager info: (____) _____ - _____

E-mail address: _____

Specific Meeting Room Dates Requested: Specific Meeting Times:

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

Note: An updated registration form will be requested annually.

I _____, agree to the following terms:
(the requestor signing the *Form*)

1. SUPERVISION. It is my duty, and not the duty of the library, to: (a) supervise my employees, agents, volunteers, and guests while on the library premises; (b) ensure that every child is supervised by an adult; (c) enforce library rules and regulations on my employees, agents, volunteers, and guests; (d) immediately report any trespassers to library personnel and law enforcement; and (e) immediately report any dangerous conditions or situations to library personnel and law enforcement.

2. MAINTENANCE. It is my duty, and not the duty of the library, to maintain the meeting room, restrooms, hallways, parking lot, and any other portion of the library premises used by me and my employees, agents, volunteers, guests, during the course of such usage. I shall protect my employees, agents, volunteers, guests, and trespassers from injury on the premises. I shall take every precaution to prevent injury to persons and damage to property. I shall clean up thoroughly. I shall remove my own trash. I shall leave the premises in as good a condition as I found them.

3. SECURITY GUARDS. It is my duty, and not the duty of the library, to provide such security as is necessary to reasonably protect my employees, agents, volunteers, guests, and any trespassers, from the foreseeable criminal acts of other people. This duty applies to the meeting room, restrooms, hallways, parking lot, and any other portion of the library premises used by me and my employees, agents, volunteers, or guests, during the course of such usage

4. INSURANCE. I shall obtain general liability insurance, premises liability insurance, and property damage insurance, each providing coverage for the meeting room, restrooms, hallways, parking lot, and any other portion of the library premises used by me and my employees, agents, volunteers, guests, and trespassers, during the course of such usage, in the amount of up to \$500,000.00, if required in writing by the Bolivar County Library System. I shall provide proof of such insurance to the Bolivar County Library System before using the library premises.

5. HOLD HARMLESS. To the extent allowed by law, my guests, employees, volunteers, agents, and I shall save and hold harmless the Bolivar County Library System, Bolivar County, the City of Cleveland, the City of Rosedale, the City of Shelby, the City of Shaw, and the Town of Benoit, and their officers, agents, employees, and volunteers, from: (a) liability arising from our use of, or presence on, the library premises; and from (b) liability resulting in injury to me or my employees, agents, volunteers, or guests.

6. INDEMNITY. To the extent allowed by law, I shall indemnify the Bolivar County Library System and any of the foregoing municipalities for any injuries, damages, costs, and/or attorney's fees which arise out of the use of the library premises by me and my employees, volunteers, agents, and guests. To the extent allowed by law, I shall indemnify the Bolivar County Library System and any of the foregoing municipalities for the cost of defending against and/or reasonably settling any claims of such liability.

7. AGENCY. I have full authority to agree to these terms on behalf of any organization for which I am reserving the use of the library premises. My agreement is binding on said organization.

I have read the meeting room policies, regulations and procedures and I agree to comply with them.

Signature of Contact Person

Date