

Tuttle Library

Meeting Room Reservation Form and Agreement

Organization Name: _____ Today's Date: _____

Purpose of Meeting: _____ Projected Attendance: _____

Program Title: _____

Speakers: _____

Do you plan to publicize your meeting to the general public? Yes _____ No _____

Date of Meeting: _____

Time of Meeting (include set up and clean up):

Set up will begin: _____

Meeting will begin: _____

Clean up will end: _____

Name: _____ Phone: _____

Email Address: _____

(Please list contact information that we may give to people seeking information about this event.)

Please sign the Liability Waiver/Indemnification Agreement on the reverse of this form.

No reservations will be made until all of the applicable fees have been paid.

Liability Waiver/Indemnification Agreement

I have received, read, understood, and agree to comply with the Tuttle Library's Meeting Room Policy.

I hereby fully release and discharge the Friends of the Tuttle Public Library, the Tuttle Library Board, and the City of Tuttle, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the above meeting in the Tuttle Library.

I further agree to indemnify and hold harmless and defend the Friends of the Tuttle Public Library, Tuttle Library, and the City of Tuttle, its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the above meeting in the Tuttle Library.

Signature

Persons reserving the meeting room must be at least eighteen years of age.

Please list here the contact information for the responsible party signing the Liability Waiver/Indemnification Agreement.

Name: _____

Address: _____

Phone: _____

Email Address: _____