

## Application for Use of the Ruth Drassler Community Room Bradley Public Library District

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

Business/Organization Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Meeting Date Requested: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Time (including set-up and clean-up): \_\_\_\_\_

Nature of Use:     \_\_\_government, not-for-profit or educational organization

                  \_\_\_business or commercial event

                  \_\_\_private party

Rental Fees: \_\_\_\_\_ \*Janitorial Deposit: \_\_\_\_\_

\*Janitorial deposit to be paid by separate check which will be returned within one week of the event if room is left in acceptable condition.

I, the undersigned, hereby waive and release any claims, causes of action, damages or demands I may have against the Bradley Public Library District, its Board of Trustees, and employees thereof arising out of or in connection with my use of the aforesaid room. I further agree to defend and hold harmless the Bradley Public Library District, its Board of Trustees, and employees thereof from any claims, causes of action, damages or demands which may be made on account of the aforesaid function. I further agree to assume all responsibility for the conduct and safety of my guests and assume all financial responsibility to make payment to the Bradley Public Library District for any damages done to the Bradley Public Library by myself or my guests while in attendance at this function.

I have read and understand the attached Meeting Room policy and will personally be responsible for compliance with them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only

Approved: \_\_\_ Yes \_\_\_ No

Rental Fee Due: \_\_\_\_\_ Method of Payment: Check # \_\_\_\_\_ Cash \_\_\_\_\_

Janitorial Deposit Due: \_\_\_\_\_ Check # \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Returned: \_\_\_\_\_ Staff Signature: \_\_\_\_\_