

Reading Public Library Meeting Room Application

Northeast Branch Library (1348 N 11th Street)

Southeast Branch Library (1426 Perkiomen Ave)

Organization name: _____ Contact Person: _____

For-Profit Organizations

Non-Profit Organizations (Attach proof of Non-Profit status.)

Mailing Address: _____

City, State, Zip Code: _____

Telephone: _____ Email: _____

Program/Meeting Title: _____ Estimated Attendance: _____

Date of Meeting _____ Start Time _____ End Time _____

Describe Program/Event: _____

Will you need to use library-owned audio/visual or tech. equipment? Yes ___ No ___ (Extra \$25 charge)

If yes, indicate what items are needed: _____ Projector _____ Laptop _____ Bluetooth Speaker

Statement of Responsibility: I have read the RPL Meeting Room Policy and agree to abide by these and all other terms and conditions as set forth and hereby acknowledge receipt of a copy of the Policy. I understand that we will be responsible for our group and its guests while using RPL's facilities, and our group shall assume financial responsibility for any equipment, clean up, damages, or any other expenses incurred. I agree to report any injuries or accidents occurring on the premises to the RPL staff. I agree to observe all RPL policies while on RPL property.

Hold Harmless: The requesting User hereby agrees to indemnify, defend and hold harmless the City of Reading, the Reading Public Library, the Library Board, Trustees, Library employees, and volunteers from all liability, claims and damages directly or indirectly related to an event or meeting held at a Reading Public Library facility under this application.

Date: _____

Signature of User or Responsible Party: _____

Print Name of User or Responsible Party: _____

STAFF USE ONLY

Non-Profit 0-4 hours (\$50.00)	Non-Profit 4+ hours (\$75.00)	Others 0-4 hours (\$100.00)	Others 4+ hours (\$200.00)	Equipment Fee (\$25)	Number of Rental Days	Total Due

Payment Collected: Check amount _____ Cash Amount: _____ N/A reason _____

Branch Contact: _____
(Branch Manager)

Date: _____

Approved by: _____
(Executive Director)

Date: _____