



Warminster Township Free Library Room Request Form



Please print clearly. Form must be filled out as completely and accurately as possible or it may be returned.

Applicant Info

1. Organization _____
 Address _____ City _____ State ____ Zip _____
 Phone _____
 Non-Profit Status Y / N 501c3 form on file: Y / N

2. Applicant Contact Information:
 Name _____ Home Phone _____
 Address _____ Work Phone _____
 Email _____ Cell Phone _____

3. Person(s) in charge of Organization (*Duty elected officers or committee*) **If different from applicant:**
 Name _____ Work Phone _____
 Email _____ Cell Phone _____

4. Name of Program: _____ Open to Public: Y / N

Room

Meeting Room Requested:
 Large (maximum capacity 90 people; \$15/hr) Small (maximum capacity 15 people; \$5/hr)
 Date: _____ Time: _____ *Additional dates to be noted on reverse.
Please notify staff on duty when arriving at the library for your reservation.

Applicant's Statement

By signing below, I as duly elected officer or duly authorized of the above said organization, certify that our organization agrees:

A. To assume all risks in connection with the use of the facilities requested above and hereby release, absolve, indemnify and hold harmless the Township of Warminster and its employees from any and all claims and all cost, damages, legal fees and any other expenses reasonably incurred which arise out of authorization to use the facilities of the Library. We further understand this request and we agree to be legally bound hereby.

B. That the responsibility for carrying appropriate liability insurance and medical plans, including hospitalization, lie with our organization and/or participants, since the Township of Warminster does not carry such insurance. We will provide a certificate of insurance if requested.

C. To adhere to the Rules and Regulations of Library Policy, a copy of which has been received or viewed online.

D. To notify the Library in writing within twenty-four hours of any hazardous conditions which exist.

E. That a deposit may be required if this application is approved, the deposit will be returned in full upon completion of the activity(ies) if "C" is adhered to. Our organization's liability for damage incurred by the organization if not limited to the amount of this deposit fund.

NOTE: When signed below, the above named organization is authorized to use the facilities indicated. Applicant should carry this form with him/her during the effective dates and times covered by this application.

 Signature _____ Date _____

Authorization

OFFICE USE ONLY
 Fee(s) - specify: _____ Date Received/Initials: _____

 501c3 on file: _____
 AUTHORIZED SIGNATURE _____



Warminster Township Free Library Room Request Form



ADDITIONAL RESERVATIONS -- (AVAILABLE JAN-APRIL, MAY-AUG, or SEPT-DEC ONLY)

Date/Time	Room	Signature	Paym't Due	Paid/Date/Staff Init.

A table with 18 empty rows for recording reservations, following the same header as above. Each row contains five columns for Date/Time, Room, Signature, Payment Due, and Paid/Date/Staff Initials.