

**Meeting Room User Agreement**  
**Please Print Clearly**

**Organization:** \_\_\_\_\_

**This group is a: (Check One)**

**Non-Profit Group (501(c)(3))** \_\_\_\_ **Barrington or Other Government Entity** \_\_\_\_

**Non-business-related club or group comprised mostly of Barrington residents** \_\_\_\_ **Educational Entity** \_\_\_\_

**NH Non-Profit** \_\_\_\_ (Proof of status may be requested)

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

**Contact Name (Must be 18 or over):** \_\_\_\_\_

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

**E-Mail Address:** \_\_\_\_\_

**Expected Number of Attendees:** \_\_\_\_\_

**Expected Age of attendees:** \_\_\_\_ **Adults** \_\_\_\_ **Teens** \_\_\_\_ **Children**

**Number of Adult Chaperones, if attendees are primarily teens or children:** \_\_\_\_\_

**Nature of the Meeting:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fees to Cover Costs:** \$ \_\_\_\_ (Please attach a detailed outline of fees with proof of supplies/instructor costs)

**Check One:** **One Time Meeting** \_\_\_\_ **Weekly Meeting** \_\_\_\_ **Monthly Meeting** \_\_\_\_

**Dates and Times Requested:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ I agree to abide by all rules outlined in the meeting room use policy

\_\_\_\_ I will indemnify and hold the Library harmless from and against any and all claims, damages, liabilities, costs, and expenses, including reasonable attorney's fees, arising from my use of the Library.

\_\_\_\_ I understand that as the person signing this contract, I am taking financial responsibility for any damage which may occur during meeting room use and that I am the primary contact for library closures.

\_\_\_\_ I understand that failure to follow the meeting room use policy may result in loss of privileges.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Staff Area:**

**Application taken in by:** \_\_\_\_\_

**Date:** \_\_\_\_ **Approved:** \_\_\_\_ **Not Approved:** \_\_\_\_

**Reason:** \_\_\_\_\_

**Forms should be submitted to:** [director@barringtonlibrary.com](mailto:director@barringtonlibrary.com)