

THE BOARD OF TRUSTEES IS RESPONSIBLE FOR THE USE OF ALL NORTHVILLE PUBLIC LIBRARY FACILITIES. THE FACILITY/GROUNDS IS/ARE AVAILABLE FOR A VARIETY OF SOCIAL, CULTURAL, AND EDUCATIONAL ACTIVITIES AND DISCUSSIONS OF CURRENT PUBLIC QUESTIONS. USE OF THE FACILITY DURING OPERATING HOURS OF THE LIBRARY IS FREE TO NON-PROFIT, EDUCATIONAL, AND CULTURAL ORGANIZATIONS.

IN ORDER FOR THE BOARD TO CONSIDER YOUR REQUEST FOR THE USE OF THE LIBRARY FACILITIES, PLEASE COMPLETE THIS FORM.

NORTHVILLE PUBLIC LIBRARY  
PO BOX 1259  
341 SOUTH THIRD STREET  
NORTHVILLE, NY 12134

I. BUILDING/GROUNDS USE REQUEST

The \_\_\_\_\_  
ORGANIZATION

Requests the use of the library \_\_\_\_\_ for the  
AREA or GROUNDS

Purpose of \_\_\_\_\_

On \_\_\_\_\_  
DAY OF WEEK MONTH DATE YEAR

From \_\_\_\_\_ to \_\_\_\_\_ Approximate number of attendees: \_\_\_\_\_  
TIME TIME

Admission will/will not be charged and the proceeds will be used for:

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II. INSURANCE INFORMATION

Do you (the requesting organization) have an in-force public liability policy?

\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, what are the limits of liability?

Bodily Injury \$ \_\_\_\_\_ Property Damage \$ \_\_\_\_\_

### III. RULES GOVERNING USE OF FACILITIES

- A. Smoking is prohibited in the library or on library property
- B. Alcoholic beverages are not permitted on library property
- C. Lighted candles are not permitted on library property
- D. The activity will be restricted to that area for which permission is granted.
- E. The activity shall not extend beyond the hours approved in the request.
- F. All programs will be so scheduled that they do not interfere with the regular library schedule or library sponsored activities.
- G. The organization shall be responsible for moving equipment in and out of the building. The Library normally will not provide personnel to assist in handling of exhibits and other materials needed by groups using the building/grounds
- H. The organization shall be responsible for set up of the space and returning it to its original condition. Please allow time for set up and removal of chairs in scheduling time.
- I. The supervisor in charge of the activity shall be present before the activity is to start and shall remain until all have left. S/he must check in at the library desk upon arrival and at the completion of the activity.
- J. Any loss or damage occurring to property shall be a charge against the using organization.
- K. No library property or equipment is to be altered or removed from the building or premises.
- L. The using organization may be required to furnish public liability and property damage insurance.
- M. A Certificate of Insurance, with proper limits of liability, may be required to be submitted as evidence of insurance coverage and designate both the using organization and the library as insurers. The absence of such a certificate will preclude use of the facility by certain organizations, groups or individuals.
- N. This agreement is subject to change due to special circumstances..

IV. AGREEMENT

I agree on behalf of the above indicated organization that all members and guests will observe the above regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damage done to the Northville Public Library property during the above indicated period of use. We, also, agree that our organization will at all times hereafter indemnify the above named library against any loss, damage, or expense of any kind which said library may sustain or incur because of use of the above described building by our organization; and we will further hold said library harmless for any loss of any kind in connection herewith.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Requesting Organization Representative

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Name of Supervisor in charge of the activity \_\_\_\_\_

.....  
The following confirms availability of facilities

Library Director \_\_\_\_\_

.....  
DISAPPROVED \_\_\_\_\_

APPROVED \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_