GARDEN HOME COMMUNITY LIBRARY ASSOCIATION

Meeting Room (ANNEX)

Revocable Use Permit

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Library Card #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of use: Start \_\_\_\_\_\_\_\_\_\_\_\_\_ End \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If reserving multiple days, please list all dates (please request no more than two sessions per month, per group): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Group or Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of persons who will attend: Min. \_\_\_\_\_\_\_\_\_\_ Max. \_\_\_\_\_\_\_\_\_\_

Required AV Equipment (Please Circle):

**PROJECTOR LAPTOP BLU-RAY/DVD PLAYER AUDIO SYSTEM**

Refreshments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Garden Home Community Library Association authorizes, on a revocable basis, the use of its Meeting Room (ANNEX) by the group or organization and on the date and during the hours listed above. The Library retains the right to use the Meeting Room for its own purposes at any time and will give reasonable notice if it is ever necessary to cancel or change a reservation. The undersigned individual shall, in all respects, be personally obligated to comply with the Meeting Room (ANNEX) Policy & Procedure and the direction of GHCL staff relating to the use of the meeting room.

2. The undersigned herewith acknowledges that the undersigned has read and is aware of the terms and conditions of the GHCL ANNEX Policy and Procedure, whose terms and conditions are incorporated by reference. The undersigned herewith agrees to cause the aforesaid group or organization and its members, invitees and agents to fully comply with these procedures and directions of GHCL staff relating to the use of the meeting room.

3. The undersigned, on behalf of her/himself, and the aforesaid group or organization agrees to hold GHCL and the Garden Home Community Library Association (GHCLA) harmless from and indemnify GHCL and GHCLA of and from all injuries, damages, loss, actions, and causes of action, directly or indirectly arising out of any act or failure to act, damage, loss, unexplained loss or injury, directly or indirectly arising out of the aforesaid group or organization’s use of the ANNEX, including the cost of defense, investigation, and appeals.

**Name of Responsible Party:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Dated this \_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.**

**Please return permit to:**

GHCL 7475 SW OLESON ROAD

**OR** send electronic copy to:

GHCL@wccls.org

**Office Use Only:**

Date Received \_\_\_\_\_\_\_\_\_\_

Approved \_\_\_\_\_\_\_\_\_\_

Denied \_\_\_\_\_\_\_\_\_\_