



READING PUBLIC LIBRARY

Meeting Room Application

Library Contact Information: Branch _____

Phone _____

Name of Organization _____

Business Address _____

Individual Responsible:

Name _____

Address _____

Phone _____ Email _____

Nature or Title of Meeting _____

Date of Meeting _____ Start Time _____ End Time _____

Estimated Attendance _____

Notes: _____

The user hereby indemnifies and holds harmless the City of Reading, the Reading Public Library, the Library Board, Trustees, Library employees and volunteers from all liability directly or indirectly related to an event or meeting held at a Reading Public Library facility under this application.

The user agrees that the group/organization will assume financial responsibility for any damage incurred by our group and its guests while using Library facilities.

Signature _____ Date _____
RESPONSIBLE PARTY FOR THE USER GROUP

Branch Contact _____ Date _____
BRANCH MANAGER

Approved by _____ Date _____
BRANCH MANGER OR LIBRARY DIRECTOR