1. NAME OF RESPONSIBLE PERSON\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. ORGANIZATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. DATE(S) OF MEETING(S)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. PURPOSE OF MEETING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. HOURS OF USE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guidelines and conditions for use after an approved application:

1. A maximum of 15-20 persons may be on the premises at any one time.
2. Library use for meetings will not be during Library hours.
3. Children must have adequate supervision.
4. The key must be returned after each meeting.
5. Only the main Library room may be used.
6. No food, beverages may be served.
7. Smoking and/or drug use on the premises is prohibited.
8. The meeting will not cause or create any nuisance.
9. The Library will be returned to the condition in which it was found. Any trash generated at the meeting will be removed.
10. The person obtaining the key shall be responsible for disarming and rearming the building upon entering and leaving and confirming the windows are closed and the door is locked.
11. The setting of the Rennai Heater in the main room can be raised but must be returned to the original setting upon leaving.
12. The applicant agrees to release the Town of Stoddard, the Board of Selectmen and the Library Trustees for any and all claims for liability associated with the meeting.
13. The applicant agrees to indemnify and hold harmless the Town of Stoddard, its Board of Selectmen and the Library Trustees from and against any and all actions, claims, loss, costs and liability which arise in connection with the meeting, including but not limited to, reasonable attorney’s fees.
14. The applicant agrees to comply with Library policies.
15. The applicant’s right to use the Library for above named meeting is contingent upon the approval of the Library Director.

Applicant’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_

FOR LIBRARY USE ONLY

❒ Application approved

❒ Application denied. Reason for denial:

DATE KEY OBTAINED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE KEY RETURNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CODE \_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_