



Room Reservation Form

The Avon Free Public Library offers use of meeting rooms at no charge to non-profit and community groups that adhere to our policies. Please complete this form and return it via email at rooms@AvonCTLibrary.info or fax to 860 675 6364 or deliver to the Library. Call 860 673 9712 x210 with any questions. Thank you for your patronage.

About You:

Name of Organization / Organizer _____

Name of Applicant _____

Postal Address _____

Email Address _____

Primary Phone _____ Alternate Phone _____

About Your Event:

Day(s) & Date(s) _____

Start time (including time to set up) _____

End time (including time to clean up) _____

Anticipated Attendance _____ Room preference (if any) _____

Brief description of event/meeting _____

Office Use:

Please review our room use policies which include: *Please initial each statement*

_____ I understand and will follow the Public Meeting Rooms Policy (*separate document*)

_____ I will not require, request, or accept any payment from participants of my event.

_____ I understand that I am responsible for setting up chairs, tables, etc. and will leave the room in the same condition in which it was found.

_____ I will include my contact information and the following disclaimer printed in a font of 12 points or larger on any announcements of my event: "This program is not sponsored by the Avon Free Public Library."

_____ Community Room: During Library Hours, A/V equipment is available for your use by arrangement including wired lectern, surround sound, microphones, ceiling mounted projector, DVD player, and audio recording equipment. An orientation is required and must be scheduled prior to your event. These items are not available for use outside of Library Hours.

_____ Use of the piano requires a donation of \$100 and must be scheduled in advance. (*There is no fee to use the room, just the piano.*)

Any individual or group that uses a meeting room pursuant to the Public Meeting Rooms Policy does hereby agree to indemnify, hold harmless and defend the Avon Free Public Library, Inc, its Board of Directors, officers, employees and agents from and against any and all claims, actions, causes of action, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including reasonable attorneys' fees) of any kind that may arise out of, relate to, or result from the use of any meeting room by any such individual or group.

Signature of Authorized Representative

Date