

MOUNT PLEASANT PUBLIC LIBRARY
PRESENTER AGREEMENT AND RELEASE FORM

USER AGREEMENT between the Mount Pleasant Public Library and _____
of _____

For the purpose of (please give detailed description of program) : _____

Date(s) of program: _____ Time of program: from _____ to _____

Room Fee (if applicable) _____ (See: **Schedule of Fees for Use of Library Facilities**)

Detailed list of equipment that will be brought into the library and used for the program, its setup and removal:

Room Arrangement

Standard meeting setup

_____ **U-shaped tables** (3 tables, 12 chairs) _____ **Square** (4 tables, 16 chairs)

Please note any additional items needed: _____

Lecture setup:

_____ **chairs** (8 chairs per row with middle aisle) and podium

Please note any additional items needed: _____

Additional equipment:

_____ White Board _____ Projector & screen _____ Podium _____ Kitchen _____ Laptop

Other (Please specify) _____

PLEASE NOTE: Presenters are encouraged to use the library's audiovisual equipment. It is the Presenter's responsibility to make certain that any equipment they plan to use is compatible with our system. Upon request, an appointment can be scheduled to test compatibility prior to the date of the presentation. The library's laptop may be borrowed for presentations in the library.

Insurance cannot be undertaken by the Library. This should be arranged individually by each Presenter. The Library, the Village of Pleasantville and the Town of Mount Pleasant will not be held responsible whatsoever for loss or damage. The Presenter is required to sign this release form, absolving the Library from any responsibility.

The Mount Pleasant Public Library hereby grants to Presenter the right to use the library for the purpose

and for the period specified above. In consideration of the right which is hereby granted to Presenter, Presenter warrants and agrees as follows:

1. At the discretion of the Program Coordinator, the Presenter has the right to publicly display or perform any artistic material used by the Presenter and shall save the Library, the Village of Pleasantville and the Town of Mount Pleasant harmless against any claim from anyone that the display or performance of said material violates the rights or interests of anyone.
2. The Presenter shall indemnify, hold harmless and defend Mount Pleasant Public Library, the Village of Pleasantville and the Town of Mount Pleasant for any and all claims however incurred arising directly or indirectly from Presenter's use of the premises including but not limited to claims arising from contract, negligence and other tortious acts or omissions.

Dated: _____

Presenter: _____

Library Program
Coordinator: _____

Please fill in the information above, sign and

- Email one (1) digital copy to: **djordon@mountpleasantlibrary.org**

OR

- Mail or drop off two (2) hard copies to: **Mount Pleasant Public Library
350 Bedford Road
Pleasantville, NY 10570
Attn: Debbie Jordon**