

# MOUNT PLEASANT PUBLIC LIBRARY

## ROOM USE 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:** *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.*

*Presenters are encouraged to use the Library's audiovisual equipment. The Library's laptop may be borrowed for presentations in the library and must be arranged in advance. Library staff members are not available as equipment operators.*

\_\_\_\_\_ (initial)

- The User is expected to read and abide by the Library's **Use of Library Facilities** policy. There can be no charge for admission except when the proceeds will be used to benefit the Library (e.g., functions sponsored by The Friends of the Mount Pleasant Public Library), or with Board approval to defray expenses of the

program. This must be stated in publicity releases, posters, fliers, etc.

- Insurance cannot be undertaken by the Library. This should be arranged individually by each User. The Library, the Village of Pleasantville and the Town of Mount Pleasant will not be held responsible whatsoever for loss or damage. The User is required to sign this release form, absolving the Library from any responsibility.
- The User/Organization representative is responsible for being on the premises during meetings; when the representative cannot attend the meeting, he/she must designate an alternate representative for that meeting and notify the Program Coordinator in writing. If an alternate representative cannot be found, the meeting will be cancelled.
- Refreshments may be served, but please be advised, **alcohol is *not* permitted.** \_\_\_\_\_  
(initial)
- The User/Organization is responsible for publicity. The Library reserves the right to promote this program through its press releases, internal postings, website and online distributions.

The Mount Pleasant Public Library hereby grants User 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 User, User warrants and agrees as follows:

1. At the discretion of the Program Coordinator, the User has the right to publicly display or perform any artistic material used by the User 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 User 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 User’s use of the premises including but not limited to claims arising from contract, negligence and other tortious acts or omissions.
3. The Library shall not be responsible for cleanup: therefore, it is the responsibility of the User to do all kitchen clean up and to leave any and all areas used in the condition in which they were found.
4. The User must comply with the Americans with Disabilities Act and is responsible for providing qualified interpreters or auxiliary aids upon request.

Dated: \_\_\_\_\_

User/Organization: \_\_\_\_\_

Mount Pleasant Public Library: \_\_\_\_\_

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**