

ASSUMPTION OF LIABILITY STATEMENT

In consideration of the use of a Room, each organization agrees that:

- a. It will pay for all damage to any property of the Library and or the Town resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization, or any of its invitees; and
- b. It will save and hold harmless and indemnify the Library and the Town and their Boards, employees and agents from and against any and all liability which may be imposed upon them, or either of them, for any injury to persons or property caused by the organization or any person in connection with a meeting.

Applicant's Signature _____ Date _____

Applicant's Printed Name and Title _____

Organization _____

Room to be Used _____ Date and Time _____

GREENBURGH PUBLIC LIBRARY
 300 Tarrytown Road, Elmsford, NY 10523.
 Telephone (914) 721-8221 Fax (914) 721-8201

MEETING ROOM APPLICATION		
Organization requesting use:		
Authorized Representative (PRINT NAME) & telephone number		
Organization Address		
Organization Phone		
Type of Function		
Room Requested		
Multipurpose Room _____	Conference Room _____	
Local History Room _____	Training Room _____	
Estimated Attendance:		
Date requested	Start Time:	End Time:
Alternate Date requested	Start Time	End Time:

STAFF USE ONLY

Received On		By (Staff Initials)
Approved By:		
Approved Room: Multipurpose Room _____		Conference Room _____
Local History Room _____		Training Room _____
Notification On:	By (Staff Initials):	Notification Telephone Number:
Fee Total:	Fee Received On:	By (Staff Initials):
Liability Statement	Received On:	By (Staff Initials):