



AVON
FREE PUBLIC LIBRARY

Room Request and Release Form

The Avon Free Public Library makes its meeting rooms available to the public, free of charge. Please review the [Meeting Rooms Policy](#) then complete and return this form via email at rooms@AvonCTLibrary.info. Call 860 673 9712 x7210 with any questions. Thank you for your patronage.

About You:

Name of Organizer / Organization: _____

Name of Applicant: _____

The applicant is the main contact person and is physically present for the entire event.

Address: _____

Email Address: _____

Primary Phone: _____ Alternate Phone: _____

About Your Event:

Day(s) and Date(s): _____

Time: _____

The time of your reservation is from when you wish to enter the room to begin setting up until you will exit the room after cleaning up.

Anticipated Attendance _____ Room preference (if any) _____

Brief description of event / meeting: _____

Please review our room use policies which include:

Please initial each statement

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

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

_____ All of my publicity and event invitations (print flyers, publications, emails, website postings, social media, etc.) will include my group's contact information (email address and phone number), and the following disclaimer in minimum 12-point font: "This event is not sponsored by the Avon Free Public Library."

_____ Community Room: I understand that I am responsible for setting up chairs, tables, etc. and will leave the room in the default set up as posted. A/V equipment is available for your use by prior arrangement. An orientation is required and must be scheduled prior to your event. Technical support may not be available during your event.

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

Any individual or group that uses a meeting room pursuant to the Meeting Rooms Policy agrees to defend, indemnify, and hold harmless the Town of Avon, Avon Free Public Library, its employees, officers, volunteers, and directors from any and all claims, demands, losses, costs, settlements, fines, penalties and other expenses (including legal fees) that may be incurred, directly or indirectly, as the result of the use of any meeting room by any such individual or group.

Signature of Applicant

Date