

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 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) _____

Time you wish to enter the room: _____

Time you wish to exit the room: _____

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 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: A/V equipment, including wired lectern, microphones, ceiling mounted projector, and surround sound, 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 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 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 Authorized Representative

Date