

Name: _____
Date Used: _____

Ligonier Public Library Meeting Areas Agreement Form

(Please complete and give to library staff member)

*For the community room, your reservation is not final until deposit is paid. Other rooms are free for use during library hours.
300 South Main Street, Ligonier IN 46767; fax 260-894-4509; email ligonierpubliclibrary@yahoo.com*

Name of person requesting meeting room: _____

Date Requested: _____ Hours Requested/Used : _____

Purpose/Nature of Meeting: _____

For Businesses Only:

Name of Organization: _____

Title/position in Organization: _____

Equipment Requested: _____

Deposit: () check () cash Date Paid: _____ Date Returned: _____

Home Address: _____

Home Phone: _____ Daytime Phone: _____

Other persons responsible (committee head, home office, etc.): _____

Number of persons expected and/or present: _____

I assume all and exclusive responsibility for the preservation of order and the sole and exclusive liability for any injury of persons, and damage to, or loss of property that may result from this use; and for the due observance of all regulations of the Board of Trustees of the Ligonier Public Library (LPL), and acknowledge receipt of the rules and regulations regarding the use of the meeting rooms. I understand that all facilities and equipment must be left clean and in order after each meeting. I have read and will comply with the "Meeting Areas Rules and Policies".

I agree to pay any fees in accordance with the "Meeting Areas Rules and Policies" form and understand that fees, if required, must accompany submission of agreement form to reserve the meeting space requested. If no fees are required, I understand that donations are gladly accepted and checks can be made out to "Ligonier Public Library Gift Fund".

I understand that any group or individual who advertises an event to be held at LPL is required to include the following disclaimer in their advertisements:

DISCLAIMER: The fact that a group or individual is permitted to meet in the Ligonier Public Library does not in any way constitute an endorsement, recommendation, approval, or sanction of the organizer's policies, belief, statements, viewpoints, or recommendations.

Date _____

SIGNATURE OF RESPONSIBLE PERSON/PERSONS