

**Plainville Public Library  
Room Request and Release Form**

The Plainville Public Library makes its meeting rooms available to the public, free of charge. Please review the [Meeting Room Policy](#), and then complete and return this form via email at [plainvillepubliclibrary@gmail.com](mailto:plainvillepubliclibrary@gmail.com) or deliver in person to the Library Reference desk. Call (860) 793-1446 x4 with any questions. Thank you for your patronage.

Name of Organization / Organizer: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Room preference (if any; preference not guaranteed):

\_\_\_\_\_ Chase Auditorium (Capacity: 120 people; 60 people with use of the room divider wall)

\_\_\_\_\_ Conference Room (Capacity: 15 people)

\_\_\_\_\_ Trustees Room (Capacity: 8 people)

Day(s) & Date(s): \_\_\_\_\_

Time you wish to enter the room (include time for setup): \_\_\_\_\_

Time you wish to exit the room (include time for cleanup, keeping in mind that the room must be vacated 15 minutes before the library closes): \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Brief description of event/meeting: \_\_\_\_\_

A/V equipment needed? \_\_\_\_\_ If so, what? \_\_\_\_\_

*(Continue on back)*

Please review and initial each statement as agreement:

\_\_\_\_\_ I understand and will follow the Meeting Rooms Policy (*separate document*)

\_\_\_\_\_ I will not require, request, or accept any payment from participants in my event.

\_\_\_\_\_ I understand that I am responsible for setting up chairs, tables, etc., and I will leave the room in the same condition in which it was found. This includes the use of kitchen facilities.

\_\_\_\_\_ I will include my contact information and the following disclaimer, printed in a minimum 12-point font, on any announcements of my event: "This program is not sponsored by the Plainville Public Library."

\_\_\_\_\_ If I need to use A/V equipment, I will arrange for instruction on its use in advance of my event.

\_\_\_\_\_ I understand that technical support is not available from library staff during my event.

\_\_\_\_\_ I understand that use of the piano must be scheduled in advance.

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 Plainville, Plainville 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 \_\_\_\_\_