



South Kingstown Public Library Meeting/Conference Room Application

The trustees of South Kingstown Public Library have an established a meeting room use policy and procedure for reserving and using rooms. It is understood that all policies and procedures outlined in the policy will be carried out. Applicant will be fully responsible for the condition of the Meeting Room.

Date: _____

Name/Organization Represented: _____

Contact: _____

Address: _____

Phone: _____ Email: _____

Please check the room you are requesting and fill in **all** information below.

Peace Dale Meeting Room ___ Peace Dale Conference Room ___ Kingston Potter Hall ___

Dates: _____

Hours of Meeting (Please include any set-up and breakdown time): _____

Purpose of Meeting: _____

Expected Attendance: _____

Have you read the South Kingstown Public Library Meeting Room Policies and Procedures?

Yes

No

I, (print name), _____, in consideration of the use of the South Kingstown Public Library ("Facility"), do hereby on behalf of myself, my successors, heirs, and assigns, remise, release, and forever discharge the Town of South Kingstown and the South Kingstown Public Library Trustees and staff (employees and volunteers), their successors and assigns of and from any and all manner of action and actions, cause and causes of action, suits, debts, dues, accounts, reckonings, covenants, contracts, controversies, agreements, promises, damages, judgments, executions, claims, and demands whatsoever, in law, or in equity, which I may have, or which I may have in the future, as a result of my use of the Facility.

Signature: _____ Title: _____ Date: _____

Application approved by:
Date: