



HIGHWOOD PUBLIC LIBRARY MEETING ROOM APPLICATION

Date of application _____

Name of organization: _____

Person responsible: _____ Phone # _____

E-mail address _____ Cell phone # _____

Brief description of program _____

Date of program _____ Program will begin at: _____ Program will end at: _____

Size of group expected: adults / children

of tables and chairs requested: _____

The undersigned has received and read the library's Meeting Room Policy and Food and Beverage Policy. The undersigned accepts responsibility for compliance with these policies.

Financial Responsibility, Waiver of Negligence and Indemnifications

Any person, group or organization sponsoring use of the Meeting Room must assume financial liability for any damage incurred during its use.

The Highwood Public Library, its employees and trustees, assume no responsibility whatever for personal injury or damage to personal property in connection with a program; and the organization agrees that the Highwood Library is expressly released and discharged from any and all liability for negligence or tort causing any loss, injury or damage to persons or property which may be sustained during or by reason of a program held on the Library's premises; and the person, group or organization agrees to indemnify the Highwood Public Library and hold it harmless against all loss, including attorney's fees.

Signature : _____

Please contact the Library Director at director@highwoodlibrary.org or 847-432-5404 with any questions. All Meeting Room applications are subject to approval by the Library Director.