

Falmouth Public Library Meeting Room Use Application and Agreement Form

ALL FIELDS ARE REQUIRED

Name of Organization

Type of Organization

Address of Organization

Purpose & Description of Meeting to be Displayed in Events Calendar

Contact Person for the Organization

E-mail address (contact information to be displayed on calendar)

Are You a Falmouth Resident? (Y/N)

☐

Date of Meeting

Day of Week of Meeting

Start Time for Meeting

End Time for Meeting

Number Attending

Please note, set up is the responsibility of the group using the room

Time Needed for Meeting Set Up

Time Needed for Meeting Clean Up

I attest this meeting is free of charge and open to the public (please initial):

I attest no personal money, dues, or donations will be collected except those in support of the library (please initial):

Name of Person Submitting this Form (will not be displayed)

Telephone Number (will not be displayed)

By submitting this Form, the Undersigned Organization, hereby releases, remises and waives any and all claims against the Board of Library Trustees, the Town of Falmouth and/or the Library staff for any injury to persons or damage to property suffered by such group or any of its member during or as a result of the use of the meeting room, except insofar as such injury or damage is directly and solely caused by the negligence or intentional misconduct of any person belonging to or acting on behalf of the Board of Library Trustees, the town government of the Town of Falmouth or the library staff.

Email completed form to meetingrooms@falmouthpubliclibrary.org

Please contact Falmouth Public Library at 508-457-2555 ext. 2963 if you do not receive a confirmation of your meeting room request within 1 working day.