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**Forest-Jackson Public Library Meeting Room Application**

After completion, return by one of the following:

- Drop off at the Circulation Desk
- Scan & Email to [Forestlibrarydirector@gmail.com](mailto:Forestlibrarydirector@gmail.com)
- I will email confirmation upon receipt of application.

Forest-Jackson Public Library



In the Old Freight House  
[www.forestlibrary.org](http://www.forestlibrary.org)

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**Organization/Name:** \_\_\_\_\_

**Purpose of Meeting:** \_\_\_\_\_

**Date of Meeting** \_\_\_\_\_

**Time of Meeting:** from \_\_\_\_\_ to \_\_\_\_\_ (please include clean up and teardown time)

**Room Capacity: 45\***

The applicant agrees to protect, defend, indemnify and hold the library, its officers, employees and agents, free and harmless from and against any and all losses, penalties, damages, settlements, costs or liabilities of every kind and character arising out of or in connection with any acts or omission of the applicant, negligent or otherwise, and its employees, officers, agents, guests or independent contractors. The applicant agrees to pay all damages, costs and expenses of the library in defending any action arising out of the aforementioned acts or omissions. I have read the Forest-Jackson Public Library Meeting Room Policy and accept responsibility for the area.

Type or print full name of person agreeing to assume full responsibility for facility and conduct of group:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone No. \_\_\_\_\_

Reservation Taken By \_\_\_\_\_ Date Received \_\_\_\_\_

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**NOTES: Room is not booked until application is filled out and if applicable, fee plus deposit is paid.**

**\*Capacity varies depending on set up.**