



Application for Use of Heritage Room and Meeting Space

Please complete all parts of application.

This application will be confirmed when the Library receives this completed form, photo ID, rental deposit, proof of non-profit status (if applicable) and proof of insurance (if applicable). These items must be received two weeks prior to the requested date.

Make any checks payable to Paul Smith Library of Southern York County, and deliver to Library Director, Paul Smith Library of Southern York County, 80 Constitution Avenue, Shrewsbury, PA 17361.

Please Print:

Applicant's Name _____

Name of Organization or Business _____

Is this a non-profit organization? Proof of non-profit status is required. _____

Address _____

Work Phone _____ Home Phone _____ Cell Phone _____

Email Address _____

Area Requested : ____ Heritage Room ____ Children's Area Attendance _____

Is this a one time or recurring event? If recurring, how often? _____

Date(s) Requested _____

Starting Time _____ Ending Time _____

Description of Use _____

Room set-up is entirely the responsibility of the applicant. As stated in the policy, tables and chairs will be returned to the original order that it was found.

Will applicant be serving refreshments? _____ Yes _____ No

Will applicant be using the kitchen? _____ Yes _____ No

Will applicant be using any Library equipment, audiovisual aids, etc.? _____

If so, what items? _____

I have read the Paul Smith Library of Southern York County's Heritage Room and Meeting Space Policy and will ensure that organization or business that I represent will fully abide by the policy terms. I understand that permission to use the Heritage Room and Meeting Spaces of the Library is not transferable to other individuals or organizations and that the Library Director has discretion to approve or request Library Board review of applications.

On behalf of the organization or business, I swear and affirm that:

(a) the above information is true and correct;

(b) I have received and read the Library's Heritage Room and Meeting Space Policy;

(c) the organization or business will comply with the terms of the Policy;

(d) any misrepresentations in this application or violations of the Policy will result in cancellation of any meeting or program approved by the Library and the rejection of any future applications on behalf of the organization or business;

(e) the organization or business hereby agrees to indemnify and hold harmless the Library from any and all claims, actions, losses, costs, expenses, liabilities (joint or several), penalties and damages, including counsel fees incurred in investigating or in attempting to avoid the same or oppose the imposition thereof, resulting from the organization or business's use of the Library's premises, whether related to personal injuries, property damage or other types of losses.

Signature of Applicant _____

Date _____



STAFF USE ONLY

Date Application Received _____

Photo I.D.: Attached _____ No

Fee \$ _____ Check # _____ Security Deposit \$ _____ Check # _____

Certificate of Insurance: Attached N/A

Proof of Non-profit status: Attached N/A

Date and Name of Staff _____