



GLENCOE PUBLIC LIBRARY

Hamil Conference Room Reservation Application
Please Print

Applicant's Name: _____
Last First

Address: _____

E-Mail Address: _____

Phone Number: _____ Mobile Home

Name of Group Using the Hammond Room: _____

Date Requested: _____

Time Requested: Start _____ End _____

Purpose for Using the Hamil Conference Room: _____

Estimated Attendance: _____

The Applicant signing this application confirms that he or she will comply with all policies of the Glencoe Public Library.

Name: _____

Date: _____

Signature: _____

Hamil Conference Room Release, Hold Harmless, and Indemnity Agreement

The Glencoe Public Library (“Library”) offers residents of the Village of Glencoe use of the Hamil Conference Room (“Room”) for use by non-for-profit community groups or organizations that render a direct service to Glencoe residents without charge on a first-come, reserved basis for meetings of an educational, civic, cultural, or literary nature.

In consideration for being permitted use of the Room, I understand, agree, represent, and acknowledge that:

- 1) I reserve the Room voluntarily and at my own risk.
- 2) I will at all times abide by the Hamil Conference Room Policy.
- 3) The answers I provided on my Hamil Conference Room Reservation Application are true and correct.
- 4) I assume full responsibility for any and all personal injuries or property damage which I may suffer or which may occur during or related to my use of the Room.
- 5) Neither the Library nor its Trustees of the Glencoe Public Library Board (“Trustees), Officers, Employees, and Agents shall be liable for any personal injuries, property loss, or damages which I may suffer in connection with use of the Room.
- 6) I fully and forever release and discharge the Library, its Trustees, Officers, Employees, or Agents and agree to indemnify, defend, and hold them harmless from any and all claims, causes of action, losses, attorney’s fees, costs, or other damages resulting from, arising out of, or relating in any way to my use of the Room.
- 7) I give the Library permission to use my photograph, video, images, likeness, and edited versions of the same for the Library’s purposes. *[Applicant: Please cross out this Number 7 if you do not wish to give such permission.]*

Printed Name: _____

Signature: _____

Date Signed: _____