



GLENCOE PUBLIC LIBRARY

Hammond 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 Hammond Room: _____

Estimated Attendance: _____

Please check boxes of equipment and furnishings needed:

- Six foot table, qty ____ (8 available)
- Chair, qty ____ (41 available)
- Podium with amplification system
- Podium
- PA system
- DVD player with speaker system
- Easel with paper pad
- Flat screen monitor
- Apple TV
- Pull down screen
- Projector
- Windows 8 laptop

Please check box if special room arrangement/equipment is needed. Presenters should arrive early to ensure the equipment performs as desired, and the room set-up is as requested.

The Village of Glencoe resident signing this application confirms that he or she is an authorized agent of the group/organization identified, and is authorized to commit the group/organization to comply with all policies of the Glencoe Public Library.

Name: _____

Date: _____

Signature: _____



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Hammond Room Release, Hold Harmless, and Indemnity Agreement

The Glencoe Public Library (“Library”) offers residents of the Village of Glencoe use of the Hammond 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 Hammond Room Policy.
- 3) The answers I provided on my Hammond 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: _____