



**Mansfield/Richland County  
Public Library**

**Lexington Branch • 419.884.2500**  
25 Lutz Avenue • Lexington, OH • 44904

Contract must be returned at least 48 hours before meeting date. Form may be filled in electronically and emailed back, faxed to 419.884.3695, mailed or presented in person at the Lexington Branch Library.

## Meeting Room Contract - Lexington Branch

Name of group or organization \_\_\_\_\_

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 out of or in combination 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.

The applicant also agrees to abide by the Meeting Room Policy, and acknowledges that any misuse of the facility or misrepresentation of the meeting's purpose may result in the loss of the privilege of using any Library meeting rooms. **Library meeting rooms may not be used for:**

- Tutoring sessions
- Clothing giveaways

I have read the Meeting Room Policy and accept responsibility for the requested area.

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

\_\_\_\_\_

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

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Daytime Evening Cell Fax

Alt. Phone # \_\_\_\_\_ Daytime Evening Cell Fax

email \_\_\_\_\_

**Please notify the library in case of cancellation at 419.884.2500, at least 48 hours in advance.**

The library reserves the right to cancel any reservation when the room is needed for library-related activities.

Purpose of meeting \_\_\_\_\_

Date(s) requested \_\_\_\_\_

Times requested \_\_\_\_\_ to \_\_\_\_\_

Size of group expected \_\_\_\_\_