



**Mansfield/Richland County**  
**Public Library**  
43 West Third Street • Mansfield, OH • 44902

Please fill in information, sign, date and return contract. Form may be filled in electronically and emailed back to [mdonley@mrcpl.org](mailto:mdonley@mrcpl.org), faxed to 419.522.5375, mailed, or presented in person in the Communications Office.

## Meeting Room Contract - Main Library

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.

Name of not-for-profit group or organization \_\_\_\_\_

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 \_\_\_\_\_

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

\_\_\_\_\_

Contact Person: (If different from above.) \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**The library reserves the right to cancel or reschedule a reservation at any time if the space is required for use by the library or a library-related organization.**

**NOTE: Meeting attendees may not park in the parking garage.** The parking garage is for customers using library services, not meeting rooms. Parking is available on Third and Mulberry Streets, in the lot east of the Library off of Third Street, and in the lot on the corner of Third and Mulberry Streets, with access from Third Street. **Please make sure your attendees are aware of this restriction. Thank you!**