

Millbrook Library Policy Manual

**Application for Use / Reservation Form
Bennett College Community Room
Millbrook Library**

Date _____

Meeting/Event Date & Time

Contact Person:

Name _____

Address _____

Phone number / E-mail _____

Name of Organization _____

Program Title and Description _____

Anyone using the Bennett College Community Room agrees to abide by the rules and regulations set forth by the Library, and also agrees to assume all responsibility for injury or damage and to hold the Library harmless for any liability resulting in the course of use of this facility. The signing of this application releases the Library from any and all liability with relation to the use of this facility.

We acknowledge receipt of a copy of the Library's Meeting Room Policy and agree to the rules therein.

Signed _____ Title _____ Date _____

For Library use only

Approved ____ Disapproved ____ Signed _____ Date _____

Approved by the Millbrook Library Board of Trustees on June 17, 2014.