

Room Fee Schedule and Record per Event (To Be Filled Out By Library Staff)

Fees for using the Community Room are dependent on several factors:

1. Whether the room use is being sponsored by a Leverett or a non-Leverett group
2. Whether the event is free or requires an admission fee or donation
3. Whether the event is open to the public

Event type	Charge
Free event sponsored by Library staff, Library Trustees, Friends of the Library, town groups, town individuals, or groups affiliated with Massachusetts libraries, including book readings and author appearances. Requires a letter of sponsorship for non-residents offering programs sponsored by a town group.	No Charge
Free event sponsored by group or individual not Leverett-based.	\$10
Event with admission fee, fund-raiser or donation requested sponsored by town groups, town individuals or non-profit organizations. Requires a letter of sponsorship for non-residents offering programs sponsored by a town group.	\$10
Event with admission fee, fund-raiser, donation requested, or sponsored by commercial business	\$50
Additional donation (in addition to any fee)	
Total Fee (Cash or checks payable to the Town of Leverett)	

Leverett Library Community Room Application

Contact Person _____ Application Date _____

Group's Name _____

Address _____ Phone _____

Email _____

Date of Meeting/Event _____

Requested start and end times (include set up and clean up) _____

Number of people expected _____ (Theater seating 40; Classroom seating 30)

Name & Type of meeting/event _____

1. Is this event free? _____
2. Is this event open to the public? _____
3. Are you a Leverett resident? _____

If not, is this sponsored by a town group? _____ If so, provide a letter of support.

5. Are you planning to sell anything? _____

Circle expected needs: Chairs (40), tables (6), screen, lectern, A/V system, kitchen area

I have read and agree to comply with the Leverett Library Community Room Policy and Regulations and Procedures. I understand that neither the Board of Trustees for the Leverett Library nor the Town of Leverett shall be responsible for injury to persons or property that occur while the Community Room is being used.

Signature of Responsible Person

Date

_____ initial here to acknowledge that you are responsible for enforcing the occupancy limit set by the building inspector.

For Library Staff to fill out:

Approval Date _____ Payment Received _____ Date _____

Feedback form received _____ Date for AV instruction _____

Town of Leverett

LESSEE/USER'S INDEMNIFICATION STATEMENT

I, or The _____ shall to the maximum extent permitted by law,
(Name of Lessee/User)

indemnify and save harmless the Town of Leverett, its officers, agents, volunteers, and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs, and expenses (including reasonable attorney's fees) that may arise out of or in connection with my or the organization's

lease or use of the ___Leverett Library_____ located at
(Name of Town Facility)

_____75 Montague Road_____ for any damage or injury to persons and/or
(Address of Town Facility)

real or personal property that occurs in conjunction with the lease or use of

___Leverett Library_____ by me or the organization.
(Name of Facility)

Lessee/User's Name, Address:

Signature: _____

Date: _____