



# APPLICATION FOR USE OF LIBRARY MEETING ROOMS

Office Use Only
Application _____
Use Agreement _____
Use Policy _____
City Insurance _____

Date of Application: \_\_\_\_\_

**Check One:**

- |   |   |
|---|---|
| <input type="checkbox"/> Orange Public Library & History Center Room A&B    | <input type="checkbox"/> El Modena Community Room |
| <input type="checkbox"/> Orange Public Library & History Center Room A only | <input type="checkbox"/> Taft Community Room      |
| <input type="checkbox"/> Orange Public Library & History Center Room B only | <input type="checkbox"/> Rotary Conference Room   |

**Check One:**  Non-Profit 501(c)(3): \_\_\_\_\_  For Profit

Name of Organization \_\_\_\_\_

Address: \_\_\_\_\_ # of Attendees: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name and Title

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

Is this meeting free of charge to attendees?	Yes	No	Is your group non-partisan?	Yes	No
Are you soliciting any sales or donations?	Yes	No	Is your group non-sectarian?	Yes	No
Is this meeting open to the public?	Yes	No			

Date(s) of Meeting: \_\_\_\_\_

Time Requested: Set-up \_\_\_\_\_ Start \_\_\_\_\_ End \_\_\_\_\_ Vacate Room \_\_\_\_\_

Room: \$ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Per Hour                      # of Hours                      Total Fee                      Deposit                      Total for Room

Equip: \_\_\_\_\_ \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Equipment Requested                      Flat Fee                      Deposit                      Total for Equipment

Paid:  Cash  Credit Card  Check # \_\_\_\_\_ (payable to City of Orange) **Grand Total: \$** \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiration Date (MM/YY) \_\_\_\_\_

Billing address house number and zip code associated with credit card \_\_\_\_\_

### HOLD HARMLESS AGREEMENT

The group or organization listed above agrees that to the fullest extent permitted by the law, they will defend, indemnify and hold harmless the City of Orange against claims, damages, losses or injuries to persons or property, excluding any wrongful, intentional, malicious acts or negligence of the City or Orange, its officers, employees, or agents. This would include, but not be limited to, attorneys and consultant fees, legal costs, expenses and fees arising out of or resulting from the use of the City meeting room by said group or organization or by its officers, employees, agents, guests or invitees. This indemnification includes, but is not limited to, any wrongful, intentional, or malicious acts or conduct of the group or organization using the City meeting room, or by its officers, employees, agents, guests or invitees.

I have read, understand and agree to all conditions and requirements of:

- |   |  |
|---|--|
| <input type="checkbox"/> Hold Harmless Agreement              | <input type="checkbox"/> Library's Meeting Room Use Policy |
| <input type="checkbox"/> Library's Meeting Room Use Agreement | <input type="checkbox"/> City's Insurance Requirements     |

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**Approved by Meeting Room Coordinator:**

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_