

**SPECIAL PURPOSE ROOM AGREEMENT  
FOR STANISLAUS COUNTY BRANCH LIBRARIES**

*\$30 Non-refundable Fee and Reservation Form is required 14 days in advance of the event  
Proof of Insurance is required 10 days prior to the event*

Meeting Date: \_\_\_\_\_

Meeting Time: From \_\_\_\_\_ To \_\_\_\_\_

Open room at: \_\_\_\_\_

***PLEASE COMPLETE:***

Number of Chairs: \_\_\_\_\_

Podium: Yes \_\_\_\_\_ No \_\_\_\_\_

Microphone: Yes \_\_\_\_\_ No \_\_\_\_\_

Organization: \_\_\_\_\_

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

President/Chairperson: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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AGREES TO THE FOLLOWING TERMS:

\_\_\_\_\_  
(Name of Organization)

- We(I) understand that the County does not cover exhibits or material brought to the Library. Stanislaus County and the Library assume no responsibility for such materials and provide no supervision for activities held in the special purpose rooms.
- We(I) will indemnify, defend, and hold the County harmless from any loss, injury, damage, liability, or cost of litigation, including attorney's fees, incurred by reason of anything done or admitted to be done by the above-named organization, its officers, employees or agents in connection with the use of these facilities.
- We(I) agree the use of the room will be subject to the regulations set forth by the County Board of Supervisors, October 19, 1971, (amended October 7, 1986; September 29, 1998; June 17, 2003; February 6, 2007), a copy of which has been given to me.
- We(I) understand that the room will not be opened until the individual responsible for the meeting or his/her designee is present, and that if the pantry is used, it should be cleaned (coffee pot, sink, etc.) before departure.

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Date

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**LIBRARY USE ONLY**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Paid Amount  
(Due 14 days in advance)

\_\_\_\_\_  
Receipt Number

Proof of Insurance received 10 days in advance