

## Meeting Room Fee Schedule

	<b>Room Fee (2 hour standard rental)</b>
Library Events	No charge
Events held by Greenfield town boards or committees, or by Greenfield-based civic organizations	No charge*
Events sponsored by nonprofit individuals or non-Greenfield-based groups for which no fee is charged	No charge*†
Events sponsored by nonprofit individuals or non-Greenfield-based groups for which a fee is charged	\$25†
Events sponsored by for-profit individuals or groups for which no fee is charged	\$30†
Events sponsored by for-profit individuals or groups for which a fee is charged	\$50
Private Parties	Not permitted

\* Donations to the Greenfield Public Library for use of the Meeting Room are greatly appreciated.

† By vote of the Greenfield Public Library Board of Trustees, the number of weekly reservations in these categories is limited.

### Greenfield Public Library Meeting Room Registration Form

Rental Date Requested: \_\_\_\_\_

Time Requested: Start: \_\_\_\_\_ End: \_\_\_\_\_

Description of Person or Organization Requesting Rental (i.e, for-profit business, nonprofit organization, civic organization, for-profit individual, etc.):

\_\_\_\_\_

Name of Sponsoring Organization or Individual:

\_\_\_\_\_

Name of Person Responsible for Rental:

\_\_\_\_\_

Description of Proposed Event:

\_\_\_\_\_

Equipment Needed:

Chairs (number) \_\_\_\_\_

TV (\$5) \_\_\_\_\_

Screen (\$5) \_\_\_\_\_

Tables (number) \_\_\_\_\_

VCR (\$5) \_\_\_\_\_

Projector (\$5) \_\_\_\_\_

**Greenfield Public Library Meeting Room Registration Form**  
(continued)

I certify that I have the authority to reserve the Meeting Room; and that the above statements are true to the best of my knowledge and belief.

I hereby agree that the applicant will be responsible for any damage caused by the applicant to the library premises, and furnishings because of the use of said premises by the above applicant, and agree to pay for said damages as assessed by the Library Board of Trustees.

I have read and agree to abide by and uphold all rules and policies of the Greenfield Public Library governing the use of library premises, including regulations prohibiting charging an entrance fee, soliciting donations, or limiting attendance.

I also agree to release, acquit, discharge, any and all claims or rights of action for any personal injuries or property damage which may occur as a result of the use of the above premises. I further agree to protect, save, and keep the Town of Greenfield, the Board of Trustees, the Library Director, their agents and employees forever free and harmless and indemnified against and from any and all loss, cost, or expense arising out of or from any accident or other occurrence causing injury to any person or property whomsoever or whatsoever as a result of the use of the above premises.

Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Community Room Fee:
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Equipment Fee:
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Donation:
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Total:
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(checks made payable to the *Greenfield Public Library*)

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**For Staff use only:**

Reservation:            Approved                      Unapproved

Amount Paid \_\_\_\_\_ by Cash            by Check

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_