

**Township of Uxbridge Public Library**  
**Application for Meetings or Exhibits**

Room: \_\_\_\_\_

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

Time: \_\_\_\_\_

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

NAME OF GROUP OR EXHIBIT \_\_\_\_\_

**STATUS**

- Private Club or Assoc.     Non-Profit Public Service     Educational/Cultural Organization  
 Library Co-Sponsored     Community Assoc. of Residents     Educational

Other (please specify): \_\_\_\_\_

CONTACT PERSON/APPLICANT \_\_\_\_\_

Address \_\_\_\_\_

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

Dates Required \_\_\_\_\_ Times \_\_\_\_\_

Fee \_\_\_\_\_ Paid \_\_\_\_\_ Cleaning Deposit \_\_\_\_\_ Paid \_\_\_\_\_

**DESCRIPTION OF EVENT OR EXHIBIT**

\_\_\_\_\_  
\_\_\_\_\_

Name of Insurance Company \_\_\_\_\_

**Copy of Insurance Certificate Required.**

It is understood and agreed between the applicant and the Township of Uxbridge Public Library that the Library Policies for the use of the meeting rooms and the following regulations have been read and will be observed.

1. The signer of the applications must be at least 18 years of age and must be in attendance during the meeting.
2. Authorizing offices and the incorporated organizations or offices of an unincorporated organizations in their personal capacity using the facilities under this agreement, agree to accept responsibility for damages to the furnishings, equipment and premises during the period of the agreement.
3. The applicant must assume responsibility for loss or damage to their goods or library property up to \$5000.
4. Publicity is the responsibility of the applicant.
5. Rental or exhibit fees must be paid in advance of the event. A refund will be given if the booking is cancelled at least 48 hours in advance of the event.

Signature of Applicant \_\_\_\_\_

Signature of Library Representative \_\_\_\_\_