

**Town of Chaplin  
Library Meeting Room  
130 Chaplin Street, Chaplin CT 06235**

**APPLICATION**

An application is hereby made for the use of the library meeting room on:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

It is understood and agreed that if permission is granted, all Town of Chaplin REGULATIONS for the use of this facility must be strictly complied with without fail. A copy of the REGULATIONS is attached hereto and incorporated by reference herein.

The applicant certifies that they will be legally responsible for the conduct of anyone using the meeting room and kitchen per this application, will ensure that the attached REGULATIONS are complied with, and will be responsible to the Town of Chaplin for any damage to the premises or to any person who suffers loss or injury resulting from such use.

The applicant has read the REGULATIONS, understands them, and agrees to fully comply with the REGULATIONS in return for being able to use the facility.

\_\_\_\_\_  
**Applicant/Group Name** \_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

**Application Sponsored by Town Department/Board/Commission:** \_\_\_\_\_

**Department/Board/Commission Representative (print):** \_\_\_\_\_

**Representative Signature:** \_\_\_\_\_

**Application Approved for the Town of Chaplin by:**

<b>Print Name</b>	<b>Signature/Date</b>
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OFFICE USE ONLY		
<b>Key Return:</b>	Yes/No	
<b>Cleaning Complete:</b>	Yes/No	Date:
<b>Damage:</b>	Yes/No	

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**REGULATIONS**

1. Groups using the meeting rooms will be responsible for:
  - Setting up chairs, tables, etc. and putting them away after the meeting;
  - Proper adult supervision;
  - Restoring the meeting room to the same condition in which it was found;
  - Costs arising from any damage or loss during use.
2. Extra table requests must be made in advance.
3. No smoking is allowed anywhere in the building. Smoking is permitted outside. Please use ashtrays provided.
4. Alcoholic beverages are BYOB and may be consumed inside the meeting room during the event. Alcohol sales are prohibited. All alcoholic beverages must be removed from the premises directly after the event.
5. The kitchen may be used, but perishable trash must be placed in the trash can in the parking lot.
6. If the meeting will take place when the library is closed, the meeting room key must be checked out from the librarian in advance of the meeting and returned promptly after use. It may be dropped in the book drop inside an envelope if the resident is unable to return it during the library's open hours.
7. Reservations for the meeting rooms may be made up to three months in advance.
8. If a group requires audio-visual equipment, the user must be trained and held responsible for any damage to hardware or software.
9. Groups showing movies in the meeting rooms must secure all necessary performance rights or agree to indemnify the library for any failure on their part to do so. The library has a license to show movies available through SWANK Movie Licensing.
10. No tape, tacks or staples are to be used on any walls, wood, ceilings or other surfaces.
11. The name, address, and phone number of the Chaplin Public Library may not be used as the official address of any group or organization using the meeting rooms nor may any nonlibrary group using the meeting rooms publicize its activities in such a way as to imply library sponsorship.
12. Individuals using the meeting room will be legally responsible for any and all missing property and/or damage during the use of the room and will be subject to legal action.
13. By using the Library meeting room, the person/s using it agrees for him or herself and each of their guests to the fullest extent permitted by law to indemnify and hold the Library Board of Trustees and Town of Chaplin and their officials, agents and employees harmless against any injury, loss, cause of action, claim, or litigation including attorney's fees and costs, which results from the presence of any such applicant or guest on the property, and to inform each of their guests of this indemnification and hold harmless provision.
14. All events that are not sponsored by a Town Board/Department/Commission must provide a certificate of insurance per CIRMA's requirements. The name of the person/organization using the meeting room must be named on the Certificate of Insurance.
15. All events that are sponsored by a Town Board/Department/Commission, that sponsor will be responsible for cleaning fees, if applicable.

***All issues with the building contact the First Selectman at 860-576-4945***