# Building Usage Form

Name:

Address:

Phone:

Email:

Organization You Represent:

Is Organization Non-Profit:

Event:

Purpose of Event:

Number of People Attending:

We Wish Entrance to the Building At:

We Will Vacate the Building By:

Day(s), Date(s), and Time(s) needed:

Other Needs (Computer, Outside Sitting Area, etc.):

If permission to use the library facility/grounds is granted, the applicant agrees to indemnify and hold harmless the Wabeno Public Library from any liability for damages to any person or property in or about the library’s premises from any cause whatsoever. All persons or groups using library facilities shall be responsible for the proper supervision, control, and accommodation of persons attending the activity. The applicant agrees to be responsible for replacement in case of damage or loss incurred. Further, the applicant agrees that there will be no use of tobacco or controlled substances within the building.

Signature:

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| --- | --- | --- |
| LIBRARY USE ONLY | Date: | Director Initial: |