



North Castle Public Library
North White Plains Public Library
www.northcastlelibrary.org

Phone: 914-273-3887
Phone: 914-948-6359
Fax: 914-273-2139

FACILITY RENTAL APPLICATION FOR NORTH CASTLE COMMUNITY CENTER MULTI-PURPOSE ROOM

Name: _____ Organization (If Applies): _____
Phone: _____ E-Mail: _____
Address: _____
Date Requested: _____ Type of Event: _____
Event Start (Include Setup): _____ Event End (Include Cleanup): _____ # of Guests: _____
Special Requests / Needs: _____

NCCC Multi-purpose Room Rental Fee: \$50/hour. Number of hours: _____ Total amount due: _____

GENERAL RENTAL GUIDELINES:

1. Facilities are available on a first-come, first-served basis; Library programs and those of its affiliates take precedent in scheduling, followed by Town Boards / Committees. Reservations are NOT BOOKED until payment is received IN FULL. Cancellations not made within 48 hours will not receive a refund. Checks may be made out to "North Castle Public Library."
2. Any individual or group granted permission to use our facilities shall be fully responsible for any related damage to NCCC property, facilities or their contents.
3. Facilities shall not be used for any commercial purposes, political campaigning / meetings (with the exception of debates), religious service functions, or fund-raising events.
4. Rentals are NON -TRANSFERRABLE, and must be used by the individual who made the reservation. Those making reservations MUST be at least 21 years of age.
5. All Organizations, Businesses, Schools and Religious institutions must provide a Certificate of Insurance in accordance with the Town's insurance requirements (see separate sheet). The Town must be listed as "Additionally Insured" for all dates and facilities used. Sign and submit the attached Indemnification and Hold Harmless Agreement, Facility Rental Permit Contract.
6. The Library reserves the right to cancel or amend all reservations.

I, _____, have read and understand the provided rules and regulations for North Castle Public Library and agree to abide by them. I hereby agree to release the Town of North Castle, it's Town Board, employees and volunteers of any liability whatsoever in connection with any damages and / or injuries that I or a member of my party may sustain in using any facility owned or operated by the Town of North Castle.

Applicant Signature: _____ Date: _____

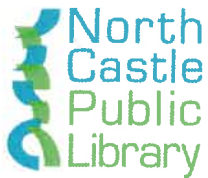
Library Director's Signature: _____ Date: _____

LIBRARY USE ONLY

<input type="checkbox"/> Application / Payment Received Date: _____ Approved: _____
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<input type="checkbox"/> Insurance Received Date: _____ Approved: _____
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<input type="checkbox"/> PAYMENT INFORMATION Rental amount paid _____ Check # _____
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North Castle Public Library NCCC Community Room Indemnification and Hold Harmless Agreement

I (WE) (the "User") have read the General Rental Guidelines of the Facility Rental Application (the "Application") for North Castle Community Center Community Room ("the Community Room") attached hereto and accept responsibility and compliance for the procedures and rules set forth therein. The User understands and agrees that the North Castle Public Library (the "Library") does not insure or carry insurance in connection with the Community Room or any activities carried on therein. Any insurance to be procured and paid for in respect of activities in the Community Room are the sole responsibility of the User and the User shall deliver a Certificate of Insurance referenced in the Application. It is specifically understood and agreed that all costs and expenses in connection with use of the Community Room are the sole responsibility of, and will be borne entirely by, the User.

To the fullest extent permitted by applicable law, the User hereby releases from liability and agrees to indemnify, defend, and hold harmless the Town of North Castle, New York, the Library, their employees, agents, and volunteers, and the Library Trustees ("the Indemnified Parties") from and against all claims, damages, losses, or expenses of any kind whatsoever in connection with use of the Community Room, including without limitation, attorney's fees arising out of or resulting from the performance of this Agreement and use of the Community Room, provided any such claim, damage, loss, or expense (a) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including loss of use resulting there from, and (b) is caused in whole or in part by any act or omission or violation of statutory duty or regulation of the User or anyone directly or indirectly employed by it or anyone for whose acts it may be liable pursuant to the performance of the agreement. Notwithstanding the foregoing, User's obligation to indemnify the Indemnified Parties for any judgment, mediation, or arbitration award shall exist to the extent caused in whole or in part by (a) negligent acts or omissions, or (b) violations of regulatory or statutory provisions of the New York State Labor Law, OSHA, or other governing rule or applicable law; by the User, anyone directly or indirectly employed by it, or anyone for whose acts may be liable in connection to such claim, damage, loss, and expense. The obligation of the User to indemnify any party under this Agreement shall not be limited in any manner by any limitation of the amount of insurance coverage or benefits including worker's compensation or other employee benefit acts provided by the User.

This Agreement shall be governed by the laws of the State of New York.

User Name/Organization (if applicable)

Signature

Date

Library Director Name

Signature

Date