

**Caldwell-Lake George Library**  
**336 Canada St. Lake George NY 12845**

**APPLICATION FOR USE OF LIBRARY BASEMENT**

The undersigned makes application for the use of the basement at Caldwell-Lake George Library on \_\_\_\_\_ (days/dates) during the hours from \_\_\_\_\_ to \_\_\_\_\_ for the following purpose:

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The undersigned agrees that:

1. The building is to be used only as indicated on this application, and will be cleaned up immediately after use. Trash will be removed by the user.
2. Use of the library basement is free of charge. Donations are greatly appreciated.
3. Users may not exceed the basement's maximum occupancy of 22 persons as established by order of the Warren County Fire Prevention and Building Code Enforcement Office.

List furniture and/or equipment needed: (i.e. tables and chairs)

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The person who will be in charge while the basement is being used will be: (must be 18 or older)

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(Name, Address and Telephone Number)

The Undersigned assumes all risks in the performance of all its activities authorized by this agreement. The undersigned hereby covenants and agrees to defend, indemnify and hold harmless the Caldwell-Lake George Library, its elected and/or appointed officials, officers, agents, employees and assigns against all liabilities, claims, suits, actions, judgments, costs, expenses, demands, losses, damage or injury arising out of this agreement, of whatsoever kind

and nature including death or injury to person, damage or loss of property, all attorneys' fees and other costs of investigating and defending against such claims, liabilities, losses, damages, expenses, accidents or occurrences. The undersigned shall be responsible for such liabilities that arise at any time. The undersigned also understands and accepts that the Caldwell-Lake George Library basement is NOT handicapped accessible.

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(Please Print Name of Organization or Individual)

By: \_\_\_\_\_

(Title)

Address:

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Note: If your billing address is different from above, please include your billing information also.

### **REGULATIONS FOR USE OF LIBRARY BASEMENT**

1. It is the desire of the Caldwell-Lake George Library to grant the privilege of using the library's basement to those organizations or groups that are eligible within its charter to use the space and that will benefit the general welfare of the community educationally and recreationally.
2. No one under the age of 18 is to be left unsupervised/unaccompanied by an adult.
3. Smoking in or on library grounds is prohibited.
4. It is the responsibility of the person in charge to review Fire Drill Procedure with the group.
5. IN CASE OF EMERGENCY DIAL 911. Medical staff and Emergency First Aid Treatment are not provided by the library. Emergency help can be summoned if needed. If required, arrangements should be made by the Signee to have appropriate personnel on site.
6. Library personnel will not be available to move or distribute equipment or materials brought in by the organization, nor to set up the meeting room.
7. Signee is responsible for any cleanup. The room should be left in the same condition in which it was found.
8. Nothing shall be attached to or hung from the interior or exterior of the library without the written approval of the Caldwell-Lake George Library.
9. The Signee shall reimburse Caldwell-Lake George Library for any and all damage or injury to any real or personal property of the library that may arise, directly or indirectly, from the negligence, acts or omissions of the Signee.
10. This agreement shall not grant the Signee the exclusive use of Caldwell-Lake George Library's property.

11. The provisions regarding indemnification shall survive the termination of this agreement.
12. The Signee may not assign this agreement or its rights, title or interest thereto without the prior written consent of Caldwell-Lake George Library.
13. No modification or amendment of this agreement shall be valid unless in writing and signed by Caldwell-Lake George Library.
14. In entering into this agreement, the Signee acknowledges and agrees that nothing herein shall be construed as creating any right or ownership interest in the Caldwell-Lake George Library property. This agreement shall solely constitute permission to the Signee to gain access to the Caldwell-Lake George Property at the times and for the purposes set forth herein.
15. This agreement can be revoked by Caldwell-Lake George Library for any violation of its terms and/or conditions hereof by the Signee in which event the Signee shall vacate the library premises within one (1) hour upon receipt of verbal or written notice of such termination.