

San Francisco Public Library

Application for Use of **Main** Library Meeting Rooms (Adopted for online use 1/29/02)

Expiration Date: _____ (Office use)

NOTE: Complete on line, print and submit to meeting room manager.

Date Requested:	additional dates (2 max)	Time Requested:
Facility	Attendance Expected:	
Describe Purpose of meeting or event, (Reading, lecture, panel discussion, training, etc..)		

INFORMATION ON REQUESTING ORGANIZATION:

Name of Group:	Non-Profit: Yes ⊕ No ⊕
Describe Purpose of Group:	
Primary Contact Person:	Position in Group:
Address, City & Zip Code:	
Day Phone:	Evening Phone:
Authorized Contact Person:	Position in Group:
Address, City & Zip Code:	
Day Phone:	Evening Phone:

CONDITIONS FOR USE: Insurance required? Yes No If yes, attach insurance rider (Office use).

_____ (identify group or organization) shall indemnify and save harmless the City from and against any and all loss, damage, injury, liability, and claim thereof for injury to or death of a person, including employees of the _____ (group/organization) activities including, but not limited to use of the City's facilities or equipment, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on, City, except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect on or validly retroactive to the date of this agreement and except where such loss, damage, injury, liability or claim is the result of active negligence or willful misconduct of City and/or is not contributed to by any act of, or by any omission to perform some duty imposed by law or contract on _____ (group/organization), its agents or employee.

_____ (identify group or organization) shall indemnify and hold the City harmless from all loss and liability, including attorney's fees, court costs, litigation expenses and all other liabilities incurred in and about any such claim investigation or defense thereof, which may be entered, incurred or assessed as a result of the foregoing.

I certify I have read the meeting room rules, Waiver of Liability, and Conditions of Use and agree to all provisions of the above:

_____ (Signature) _____ (Today's date)

Special Authorization for Refreshments: _____ (Authorizing administrator's initials).

Approved Not approved Alternate Suggested: _____ (Office use)

By MEETING ROOM MANAGER _____ (Signature)