

# REQUEST FOR THE USE OF THE LIBRARY GROUNDS

Today's date: \_\_\_\_\_

Date of requested grounds use: \_\_\_\_\_

Time of day for the ground's use: from \_\_\_\_\_ to \_\_\_\_\_

Grounds use location:           Ashtabula                      Geneva                      Geneva Gazebo

Name and Address of the Group or Organization making request:

\_\_\_\_\_

Name, address, phone number, and email of local contact person completing this form:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

General description of event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

Checklist of purpose of event:

\_\_\_ The event is oriented for the benefit of the public at large.

\_\_\_ The event will be open to the public and free of charge.

\_\_\_ The event is for non-profit/group use only.

\_\_\_ There will be no selling, fundraising, animals, or financial transaction of any kind.

\_\_\_ I or my group or organization will plan for complete cleanup after the event.

\_\_\_ No alterations or additions to the lawn will be made without prior consent.

**This Request must include signing the Waiver of Liability on the back.**

## WAIVER OF LIABILITY

The undersigned hereby expressly agrees that this release and waiver is intended to be as broad and inclusive as permitted by the laws of the State of Ohio and that if any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I agree that if, in spite of this contract, legal action is brought regarding a claim, it must be brought in the Court housed in Ashtabula County, Ohio, and further agree that the substantive laws of Ohio shall apply in any action brought. Litigation should be conducted in Ashtabula County.

*I, \_\_\_\_\_, as the individual or representing the group identified upon page 1 of this application have received a copy of the Library Grounds Use Policy. I have read it carefully and agree to abide by the policies and guidelines of the library, and, if applicable, commit the group I represent to do the same. I understand that our use of the grounds will be forfeited if our group or I do not adhere to the policies stated in this agreement.*

*In addition, I fully understand and bind myself and/or the group I represent to the terms of the Waiver of Liability detailed above.*

The undersigned has read and will adhere to the Library's Grounds Use Policy.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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### FOR LIBRARY USE:

Type of identification: \_\_\_\_\_

Date request received: \_\_\_\_\_

Staff initials: \_\_\_\_\_

Date request approved: \_\_\_\_\_

Staff initials: \_\_\_\_\_

Fee collected: \_\_\_\_\_ (if applicable)

Staff initials: \_\_\_\_\_