



Meeting Room Agreement Form

Organization or group name: _____

Contact person: _____ Phone number: _____

Contact person's email: _____

Purpose of the group/organization: _____

The undersigned user of the meeting room has read the Ballston Spa Public Library Meeting Room Policy, understands and agrees to abide by the guidelines and rules described therein. Failure to abide by these rules may disqualify the group/organization from future use of the rooms. The user hereby indemnifies and holds harmless Ballston Spa Public Library, its Library Board, the Village of Ballston Spa from all liability directly or indirectly related to an event or meeting held at Ballston Spa Public Library under this application.

Signature: _____ Date: _____

(Responsible party for user group)

Applications are held on file for two (2) years. If the group intends to continue meeting at the library, the responsible party for the group should submit a new updated agreement form.

Initials of BSPL Staff: _____ Date: _____