

Program Application

The Director, designated library staff, and the Board of Trustees reserve the right to deny or cancel any application. Library programs and library-related meetings and events take first priority over non-library bookings in the scheduling of programs.

Check here to indicate that you have read and agree to comply with the Woburn Public Library's Program Policy.

Basic Information

Name / Organization: _____

Address of Applicant or Organization: _____

Telephone: _____

Email: _____

Contact Person (if different from above) _____

Address: _____

Telephone: _____

Program Description

Preferred Times for Program

Date	Starting Time	Ending Time	Size of Audience
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Equipment (please circle and fill in any applicable blanks)

1. Podium **YES** **NO**

2. Tables **YES** **NO**

If you need tables, please list how many you require: _____

Arrangement of tables: _____

Attach a diagram, if able.

3. Chairs **YES** **NO**

If you need chairs, please list how many you require: _____

Arrangement of chairs: _____

Attach a diagram, if able.

4. Screen and projector **YES** **NO**

*Projector uses VGA and HDMI connection

Have you presented this program before? (please circle) **YES** **NO**

If yes, where and when have you presented this program?

References

Handouts/Flyers/Advertising*

Copies of the flyers and handouts for this program should be attached to the application.

*If the library chooses to sponsor or co-sponsor the program, then library staff will create the handout/flyer for the program. The presenter will be provided a copy for review prior to dissemination.

Indemnification

The undersigned presenter hereby agrees to hold the Board of Library Trustees and the City of Woburn, and all library staff, harmless from and to indemnify them against all costs, damages, losses, claims, and expenses incurred, directly or indirectly, as a result of such presenter’s use of a meeting room. Such costs, damages, losses, claims, and expenses shall include, without limitation, any damage to the program room or any other part of the library building, grounds, or collection; the cost of employee overtime, if occasioned by the use of the program room; the cost of security, if deemed necessary by the Library Board of Trustees, the City of Woburn, and or any library staff; the cost associated with any alleged injury causally related to the program; and any defense costs including reasonable attorney’s fees.

Release

In consideration of the use of the program room, the undersigned presenter, for itself and each and all of its members, hereby releases, remises and waives any and all claims which they, or any of them, ever will or may have against the Library Board of Trustees, the City of Woburn and/or the library staff for any injury to persons or damages to property suffered by such group or any of its members during or as a result of the use of the program room, except insofar as such injury or damage is directly and solely caused by the negligence or intentional misconduct or any person belonging to or acting on behalf to the Library Board of Trustees, the City of Woburn, or the library staff.

Program Room Policy

The undersigned, on behalf of the organization, acknowledge(s) receipt of a copy of the Program Room policy of the Board of Trustees of the Woburn Public Library and agree(s) to abide thereby.

Name of organization

By: _____
Signature

Name _____
Print name

Date _____