

Meeting Room Application

Winsor Room or Conference Room

This form may be used by community groups, non-profits, and for-profits to request use of the Winsor or Conference Rooms.

General Information			
Reserving on behalf of: (circle one)	<ul style="list-style-type: none"> an Individual a Locally-Based Community Group a Non-profit a For-profit 	Requested Room: (circle one)	<ul style="list-style-type: none"> Winsor Room (max 125) - Restricted to Radnor Township Non-profit Groups Conference Room (max 15)

Organization Contact	
Name of Organization:	
Main Contact: <small>Name & Email may be shared with inquiring members of the public</small>	
Address:	
Telephone Number:	
Email Address:	
Brief description of organization or group:	
Approximate number of persons who will attend the meeting?	
Are at least 50% of the group's members residents of Radnor Township? <small>This is a requirement for use of the Winsor Room.</small>	<ul style="list-style-type: none"> Yes No

Meeting Information	
Name of the responsible person who will be in attendance at the meeting:	
Telephone and Email address:	
Date(s) and Time(s) requested: <small>include set up and clean up time</small>	
Reservations may be made for up to two meetings per month, up to 3 months in advance.	
A Library employee will contact you to confirm availability of your requested dates. Please note that this reservation is not booked until you receive confirmation from the Library.	

Use Agreement	
<p>The undersigned agrees to Indemnify and Hold Harmless the Radnor Memorial Library Board of Trustees, the Township of Radnor, and their agents and employees from and against all claims, damages, losses and expenses including reasonable attorney's fees, arising out of the use of the Meeting Room spaces at the Radnor Memorial Library, including claims as to bodily injury, illness death or property damage.</p> <p>Additionally, the undersigned has read the Meeting and Small Group Room Policy and agrees to abide by these conditions.</p>	
Signature _____	Date _____