Revised August 3, 2021

Town of Freeport
30 Main Street
FREEPORT, ME 04032
(207) 865-4743 FAX 865-0929

Request for Use of Library Meeting Room

Organization/Individual making request _____
Non-Profit _____ Profit _____

Contact/Title _____

Address _____

Day Phone _____ Evening/Cell Phone _____

Day/Date(s) of Activity _____

Arrival Time _____ Timeframe of Activity _____ Parting Time _____

RULES, REQUIREMENTS & FEES

- **Hours/Days Available**: The Library Meeting Room is available for rent during the following days and hours only: Monday – Sunday, 7:00 AM – 9:00PM.
- **Capacity:** No more than 75 people can occupy the room at any time. The room seats 60.
- **Parking:** Groups renting the Library Meeting Room shall require all participants to park in the larger parking lot to the right of the building.
- **Alcohol:** No alcohol is allowed on Town* property.
- **Charge:** $50 for four hours or less and $100 for full day, with cash or check made out to Freeport Community Library.
- **Room Condition:** Renters are responsible for setting up chairs, tables as desired and returning furniture as found.
- **Groups/individuals are required to provide proof of liability insurance** - $400,000 Bodily Injury & Property Damage naming the town as additional insured.
- The Town shall indemnify and hold harmless the USER from claims, suits or liabilities resulting from the negligence of the Town, its officers, agents and employees. The USER shall indemnify and hold harmless the Town its officers, agents and employees from claims, suits or liabilities resulting from the negligence of the USER.

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RULES, REQUIREMENTS & FEES, *continued*

- The USER shall hold harmless, indemnify and defend the Town against liabilities, expenses and losses imposed upon them as a result of the negligent actions or inaction of the USER related to its use or operation of the premises. The Town shall hold harmless, indemnify and defend the USER against liabilities, expenses and losses imposed upon them as a result of the actions or inaction of the Town's employees, officers or agents related to its ownership of the Premises. This obligation to indemnify shall not waive any defense immunity or limitation of liability, which may be available to the USER, under the Maine Tort Claims Act pursuant to the provisions of 14 MRSA Section 8101 et seq. or any other privileges or immunities as may be provided by law.

If the group does not currently have insurance they may check with their personal agent or purchase it through the TULIP program at www.intactspecialty.com/entertainment. Select the "Get a Free Quote" option halfway down the page. The Town's TULIP ID number is 0419-005. The Venue is "Maine Municipal Association – Town of Freeport – 30 Main Street."

*Variance: The consumption/serving of alcohol in a municipal building can only be approved by the Town Council upon the recommendation of the Town Manager and Police Chief. In addition to the insurance requirements noted above, at a minimum this will require a licensed caterer providing proof of insurance with both General Liability and liquor liability and naming the town as additional insured, and an off duty Freeport police officer present for the duration of the event, to be hired at the expense of the applicant. (Please note that such requests will need to be submitted one month in advance of the event in order to have sufficient time to be placed on a Town Council Agenda.)

I hereby acknowledge and agree that the event sponsor and the participants will comply with all applicable laws of the State of Maine and the Town of Freeport, and adhere to the conditions granted by this application.

Signature of authorized representative: _____

Printed name: _____ Date: _____

Completed forms can be submitted as follows:

By email: Meghan (she/her) at mfogg@freeportmaine.com

By mail or in person:

Attn: Meghan Fogg
Freeport Community Library
10 Library Drive
Freeport, ME 04032