

MEETING ROOM AGREEMENT

Fill in blanks with name of organization or individual reserving a meeting room.

1. Payment for Loss

_____ (“*Library Guest*”) agrees to pay the Dauphin County Library System for any loss that is caused by the negligent or intentional conduct of *Library Guest*.

2. Definitions

“Loss” means an amount that the Dauphin County Library System is legally responsible for or pays in any form, including, for example: a judgment, a settlement, a fine, damages, staff compensation, a decrease in property value, and expenses involved defending against a legal claim. A loss is “caused” by an event if the loss would not have occurred but for the event, even if the event is not the primary cause of the loss.

3. Notice of Loss

The Dauphin County Library System will notify *Library Guest* within ten (10) business days of knowing of, or having reasonable cause to know of, a loss that that *Library Guest* may be obligated to pay. However, the failure of the Dauphin County Library System to give notice within that timeframe does not terminate the payment obligation of *Library Guest*, except to the extent that the failure prevents *Library Guest* from defending the claim or mitigating the loss. The Dauphin County Library System will give notice by electronic or regular mail to the addresses listed below.

4. Defending a Claim for a Loss

The Dauphin County Library System has control over defending a claim for a loss, including settling the claim, unless: (a) *Library Guest* elects to control the defense as described below, or (b) the Dauphin County Library System directs *Library Guest* to control the defense.

Upon receiving notice of a claim for a loss, *Library Guest* may take control of the defense by notifying the Dauphin County Library System. If *Library Guest* takes control: (a) *Library Guest* may choose and retain legal counsel, (b) the Dauphin County Library System may retain its own legal counsel at its own expense, and (c) *Library Guest* cannot settle litigation without the consent of the Dauphin County Library System if the settlement imposes any penalty or limitation on the Dauphin County Library System, admits any fault of the Dauphin County Library System, or does not fully release the Dauphin County Library System from liability.

Signature of Individual or Organization Representative on behalf of *Library Guest*

Printed Name of Signer

Additional Approved Representatives

Email and Mailing Address of Individual or Organization

Library Card Number 2303600_____

Date _____

