Clausen Cabin Building Reservation Form

I wish to reserve the Clausen Cabin for use by my group on the following date and time:

Name of Group:

Name of person requesting the space:

Contact phone number(s) of Requester:

Date/Time requested:

You must submit this form via email to: board@esterlibrary.org AND call 907-374-8080 (leave a message). Mail in requests are discouraged if your event is time-sensitive, but may be mailed to John Trigg Ester Library, PO Box 468, Ester, Alaska 99725.

You will be contacted once your event is approved and can then make arrangements for a walk through or payment of annual membership fees at that time.

By signing this form, you (the Reserver) acknowledge the following:

1. No more than 24 persons are allowed inside the Cabin, and no animals.
2. No entrepreneurial, commercial, business solicitation, or profit or fundraising activities will be held on the premises.
3. No smoking or illegal activities are allowed.
4. My event is open to the public and no admission will be charged.
5. I will leave the Cabin in a neat, clean, and orderly condition; if not, further reservations may be denied and I may be billed for damages/missing items.
6. My group and I shall indemnify, defend and hold harmless the John Trigg Ester Library (JTEL, Inc.), and its officers, agents and employees, from and against any and all claims, suits, or actions of any kind, arising, resulting or accruing from any negligent act, omission or error of JTEL, Inc., resulting in or relating to personal injuries or personal property damage arising from my group’s use of JTEL, Inc. facilities.
7. JTEL, Inc. is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting or event.
8. Groups meeting at the Clausen Cabin must not use advertising or publicity which imply that their programs are sponsored, co-sponsored, endorsed or approved by JTEL, Inc.

Printed Name of Requester Date

Signature of Requester