



## Meeting Room Application

Today's Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_

Date & Time of Meeting \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Anticipated Attendance \_\_\_\_\_

Person **Responsible** for Meeting \_\_\_\_\_

*(This person must attend and is directly responsible for clean-up, checking doors and windows, and turning out lights before leaving.)*

Equipment Available: Chairs, tables, lectern.

### **Policy for Use of Meeting Room**

The lower level meeting room (seating 150) is available during regular library hours to non-profit organizations engaged in education, cultural, intellectual, or charitable activities. Meetings can not be scheduled more frequently than once per month, or for periods exceeding four hours per meeting. All meetings must be open to the public. No admission fees may be charged.

Town Boards may use the room free of charge. All others will be asked to donate \$10.00 per meeting. This fee must be paid prior to the meeting.

Any request to use the meeting room outside the regular hours or involving refreshments must be submitted to the Board of Trustees in writing. Requests to waive or reduce the fee must also be submitted to the Board in writing. Such requests will be considered at the regular Trustees' meeting held on the second Monday of each month.

All meetings must conclude in time to vacate the room at least 15 minutes before library closing. All organizations are responsible for arranging chairs and tables to meet their needs. Any use of audio-visual and other electrical equipment must be approved in advance. It is suggested that a representative from your organization view the room ahead of time to plan your arrangements.

If the premises are abused, the library reserves the right to restrict future privileges. Reimbursement for any damages is also expected.

Signature of Applicant \_\_\_\_\_