

Community Meeting Room & Outdoor Space Request Form

**Scheduling requests must be made at least two (2) weeks in advance.
Please fill out this form completely.**

Please check: Community Room Use Outdoor Space Use

Organization's Name _____

Responsible Party's Name _____

Address _____

City/State/Zip _____

Phone Number (____) _____ E-Mail _____

Date(s) of Meeting _____

Time of Meeting _____ AM / PM Approximate attendance _____

Use of AV Equipment: Yes / No (circle one) – Fill out the *Audio-Visual Equipment Checklist*.

Will a film/video be shown? Yes / No (circle one); Name of film/video _____

Any film/video to be shown in the Community Meeting Room must be disclosed to the Library so that copyright compliance can be assured. No applicant may show any film/video for which valid permission for a public showing is not in place.

Purpose of Meeting _____

Note: Your request is not scheduled until you receive confirmation from the Library.

I have read and agree to the *Community Meeting Room & Outdoor Use Policy* and confirm that Library space will not be used for commercial purposes. I am a resident of the Town of Saugerties and the Organization I am applying on behalf of is located within the Town.

Responsible Party's Signature _____

Print Name _____ Date _____

LIBRARY USE ONLY

Date Received:

Date Approved:

Staff Initials:

Approved by the Saugerties Public Library board on December 14, 2010

Review History: August 9, 2011; December 13, 2011 (WOH)

Review Cycle: 3 years