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

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