

Community Meeting Room & Outdoor Space Request Form

Requests may be made for one reservation per month unless given special permission by the Board of Trustees. 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 _____

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.

You MAY NOT use the name "Saugerties Library" in any of your advertising, only state 91 Washington Ave. for a location.

Continued on back...

Please check all library AV Equipment that you are requesting.

- ☐ Projector
- ☐ Projector Screen
- ☐ DVD player
- ☐ Podium
- ☐ Wired microphone
- ☐ Wireless Clip-on Microphone
- ☐ Wireless Handheld Microphone
- ☐ Laptops
- ☐ HDMI cord
- ☐ Outdoor Movie Screen
- ☐ Outdoor sound system
- ☐ Outdoor Projector

Will you need staff assistance with connecting to Audio/Visual technologies? ____

If yes, be sure to arrive no less than 15 minutes before your event.

I understand that I am responsible for all AV equipment and agree to the corresponding Community Meeting Room Use Policy.

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:

Pending Board review as of April 2021

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

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

Review Cycle: 3 years