

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 _____

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.**

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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_____

LIRARY 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