



APPLICATION FOR USE OF MEETING ROOM

Please complete & return to the library at 509 Cherry St., Jamestown, NY 14701 Fax #: (716) 487-1148
 For more information or questions call the library at (716) 484-7135.

Name & Title of Applicant or Organization: _____

Address: _____

Telephone number: _____ Contact number for public: _____

Email address (please print clearly): _____

Date requested: _____ Expected attendance (for tables and chairs*): _____

Time: from _____ to _____ Note: Meetings must end 15 minutes before library closes (8:30 Mon-Thurs, 5:00 Fri, 4:00 Sat)

Purpose of Meeting _____

Room Preference: (Final determination will be made by library) _____

Does your organization require any special equipment (staff will discuss availability during room confirmation call)?
 If yes, please list below:

* When making a booking, please include time for your group to set-up and also return the room to its standard arrangement. Any setting up of chairs or rearrangement of furniture and other equipment must be done by the users and then replaced to a standard arrangement when finished.

If you need to cancel or modify your reservation, please call (716) 484-7135 ext. 258. Future reservations cannot be guaranteed following failure to notify the library about a cancellation.

For-profit groups and party-type functions are asked to provide a suggested donation of at least \$50.00 for each use of a room. Donations may be made by cash, credit card, or check made payable to James Prendergast Library. With Library approval, educational entities may charge nominal material costs, but the public may not be denied entry to the meeting because of failure to pay. For-profit groups or organizations/individuals soliciting or selling products, services, or memberships are not eligible to use the Library meeting rooms for those purposes.

Library-sponsored programs and co-sponsored events, Library programming and Library educational events; meetings held by Library-related organizations; nonprofit groups or tutors offering one-on-one sessions will not be asked to provide a donation.

Children associated with groups using the meeting room should be supervised while using the library.

I have read and understand the James Prendergast Library Association's "Meeting Room Policy" and "Application for Meeting Room" and agree, on behalf of the applying organization, to be bound by the terms of use set forth therein, including acceptance of liability for either damage to library facilities or loss of library property arising from use of the meeting room by the applicant.

SIGNATURE

DATE

Do not write in this space	
Application approved _____	Date _____
Application rejected _____	Date _____
Donation: _____	