NORTH EAST-MILLERTON LIBRARY
Meeting Room Request Form
(To be completed after reading Meeting Room Policy)
(Please Print)

ROOM REQUESTED (please check):  _____ Meeting Room  _____ Auditorium

Name of Organization/Group Name: ______________________________________________________

Name of Person Reserving the Room: ____________________________________________________

Address: _____________________________________________________________________________

Phone Number:  Day________________________ Evening:______________________________

Title/Description of Program or Event: _____________________________________________________

Date(s) Needed: ______________________________________________________________________

Time from: __________________________ to __________________________ (include set-up & clean-up time)

Number of People Expected: __________

Refreshments:  Yes______ No______ (applicant responsible for cleaning up)

Equipment Required (please indicate number of tables and/or chairs)

Tables #: _______ Chairs #: _______ Podium: _______ Projector: _______ Screen: _______

VCR Player: _______ DVD Player: _______

FEES (due no later than one week before the program)

Auditorium: $75 for three (3) hours use, if during Library Hours and $100, if after Library Hours; cost per
additional hour, or any part thereof, is $20.00

Meeting Room: $25.00 for up to two (2) hours use, during Library Hours, and $30.00, if after Library Hours; cost per
additional hour, or any part thereof is $20.00.

**Any organization requesting the use of library facilities must pay a security deposit of $50.00**

**Additional security deposit of $100.00 for audiovisual equipment use.**

If fees and deposits are not received on time, program will be cancelled.

PUBLICITY

No publicity of any meeting or event in the NorthEast-Millerton Library may be released until permission
is granted for a final reservation of the facility by the Library Director or designee in writing.

The Library does not have custodial services available.

Applicants are responsible for set-up and clean-up of facility used, and for restoring the facility to its
original condition after completion of the scheduled activity.
Permission to use a room is not transferable from one individual or organization to another. The person signing the original application will be held responsible for proper use and clean-up of the room.

NOTE: Written library staff approval is required before reservation is confirmed.

Please return application to Library Director:
NorthEast-Millerton Library
P.O. Box 786
75 Main Street
Millerton, NY 12546

As the authorized representative of the above organization, I hereby apply for the use of the NorthEast-Millerton Library Auditorium or Meeting Room. My organization and I agree to follow all the rules and procedures listed in the Meeting Room Policy and understand that my organization or I will be responsible for paying for any damages or losses, or clean-up expense that may result in our use of the facility.

Signature_____________________________________________ Date __________________________
Print Name___________________________________________ Title_______________________
Organization___________________________________________________________________________

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Staff Use Only:

Approved:____________________________ Not Approved:_______________________________

Reason not approved:________________________________________________________________

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Payment Received: Date______________ Amount: $______________ Check #:______________

Security Deposit in the amount of $__________________ Check #___________________

Name of person accepting key: ______________________________

Date picked up: ______________________________ Date key returned: _____________________

Deposit Refunded: Date__________________ Amount $________________ Check #__________

Library Director: __________________________________________ Date: _________________

Comments:

Approved by the Board of Trustees – 11/18/2009