

EASTON PUBLIC LIBRARY
691 MOREHOUSE ROAD/P.O. BOX 2, EASTON, CT 06612
203-261-0134; FAX 203-261-0708
www.eastonlibrary.org

APPLICATION FOR USE OF LIBRARY COMMUNITY ROOM

The Library Community Room seats a maximum of 100 people. The fee is \$150 plus a refundable \$25 deposit.

DATE/TIME ROOM REQUESTED _____

ADULT REPRESENTATIVE RESPONSIBLE FOR MEETING/PROGRAM/ACTIVITY:

NAME _____

ADDRESS _____

PHONE # _____

SPONSORING ORGANIZATION (if applicable) _____

ADDRESS _____

PHONE # _____

PURPOSE OF MEETING/PROGRAM/ACTIVITY _____

EXPECTED ATTENDANCE _____

WILL ALCOHOL BE SERVED? _____

(SELLING OF ALCOHOL IS PROHIBITED).

EQUIPMENT NEEDED: SCREEN _____ PROJECTOR _____ LAPTOP _____ OTHER _____

TABLE(S) _____ CHAIRS _____

IF YOU NEED THE ROOM TO BE SET UP A CERTAIN WAY, PLEASE DRAW OR EXPLAIN ON THE BACK OF THIS FORM. SETUP IN ADVANCE DEPENDS UPON THE AVAILABILITY OF THE CUSTODIAN. WE WILL DO OUR BEST TO ACCOMMODATE YOU.

Room should be left as found unless otherwise instructed.

PAYMENT TOTAL _____ CASH, CHECK, OR CREDIT CARD (circle one)

CHECK # _____ DATE _____

In making this application, I/We hereby agree to comply strictly with the *GUIDELINES FOR THE USE OF LIBRARY MEETING ROOMS*; to take utmost care in the use of Library property; to make good any damage to or loss of Library property arising from my/our occupancy of any portion of the Library and to not interfere with the day to day operations of the Library. Note: An organization or individual may be denied further use of the facilities if it is misused in any way or if these guidelines are violated.

I/We have read the guidelines and agree to abide by them. Also, I agree that I will not hold liable either the Town of Easton or the Easton Public Library, including its elected and appointed officials and employees, to any and all loss or damage to my personal belongings while using the Library Community Room.

Applicant's signature _____ Date _____

The Library Board of Trustees reserves the right to cancel this reservation at any time.