

Greenwood Lake Public Library
P.O. Box 1139
Greenwood Lake, NY 10925
Phone: 477-8377 Ext 13 / Fax: 477-8397
APPLICATION FOR USE OF PROGRAM ROOM

Note: Application must be made no less than one week prior to intended date of use.

Date and/or Dates	Day(s) of week	Time: From	To
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Group or organization requesting use

Representative of group or organization	Estimated # of people
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Representative's address	Phone number
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Special services/arrangements needed () Yes-please describe () No

Will admission or fee be charged? () Yes - state amount and purpose () No

Will use of the kitchen be required? () Yes - briefly describe () No

Briefly describe nature of activity:

Application Note: A fee of \$25.00 and group's certificate of insurance naming the Library, as additionally insured must accompany this application. The Library Director and/or Board of Trustees reserves the right to deny the use of Library grounds and/or facilities to anyone if, in the opinion of the Director and/or Board, it would not be in the best interest of the Library.

"The undersigned hereby certifies that he/she has read, fully understands and agrees to abide by all of the regulations and conditions set forth in the *Program Room Policy* document attached to this form."

Signature

Date

THIS SPACE FOR LIBRARY USE ONLY

() Approved

() Disapproved – state reason below

Signature

Title

Date

Remarks/Restrictions:

NOTE:Please provide copies as follows:

- Original with copy of check and insurance certification in binder
- Application copy (both sides) w/original check and copy of insurance certificate to Library bookkeeper.
- Application copy (both sides) to applicant

Upon completion, this form should be brought to Stephanie Thiel, Library Director for her review and decision.