Greenwood Lake Public Library
P.O. Box 1139
Greenwood Lake, NY 10925
Phone: 477-8377 / 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

Group or organization requesting use

Representative of group or organization Estimated # of people

Representative's address Phone number

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

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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 kept on file by Director
- Application copy (both sides) to applicant