

Hampton Bays Public Library
52 Ponquogue Ave.
Hampton Bays, New York 11946

Application For Use of Meeting Room

_____ requests permission to use a meeting room.

Time _____ (All meetings must end 10 Minutes before Library closing time).

Date _____

Purpose of the meeting _____

Equipment Needed and Desired Set-Up _____

Expected Attendance _____

I agree that the room will be used only for the activity stated. I have read the regulations attached to this form and am authorized by the organization named on this application to accept the responsibility of the rules and regulations.

Signature of applicant

Name of organization

Address

Phone Number

Please note:

- The Library must approve any change in the application and cancellation of the activity must be reported to the library.
- Meetings must be scheduled to conform to Library hours.
- Library personnel will set-up of the room for meeting. Prior notification of set-up desired must be given to the Library Director.
- Meetings of Library organizations, e.g. Friends of the Library), are the only ones permitted to serve refreshments. Only non-alcoholic beverages may be served.
- An organization applying to use the meeting room may be required to provide a copy of its by-laws, membership list, official statement of purpose and affiliation with other organizations.
- **All Meetings must be open to the public**