

Library use:
 Entered on calendar by _____
 Date _____
 Approved and called to confirm _____

Date room is needed: _____

Fairport Public Library Application for Use of Meeting Room

Time Requested _____ to _____ Time Program Begins _____ Ends _____
 (Include time for set up and clean up)

Organization Name _____

Purpose for use of room _____

Estimated attendance _____ Will this event be publicized? Yes _____ No _____
 (maximum 94) (If yes, please attach copy of publicity to this application.)

Equipment requested (circle):
 TV VCR DVD Player
 Slide Projector Overhead Projector Media Projector

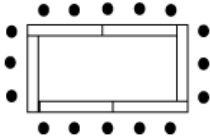
Equipment or items brought in by organization _____

Room setup options (circle one):

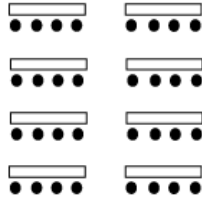
A. Auditorium Setup



B. Book Discussion Setup



C. Classroom Setup



D. No Chairs

It is hereby agreed that the above named organization will be fully responsible for compliance with regulations governing the use of this facility. I have read the regulations for use of this room and hereby certify that the organization which I represent and the activity which we are sponsoring fully meets the conditions set forth and hereby agree to observe regulations for use of this room.

Person assuming responsibility:

Print name: _____

Address: _____

Email: _____

Phone: _____ Today's date: _____

Signature: _____