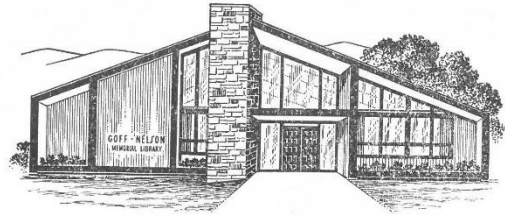


## TUPPER LAKE PUBLIC LIBRARY



### Meeting Room Reservation Form

**Date Created or Revised: 2/9/2016**

**Version: 1**

### Meeting Room Reservation Form for the Goff-Nelson Memorial Library

This request does not guarantee room.

The renter agrees to the following terms:

1. No alcoholic beverages will be brought onto the Library property by the organization, its members, or guests. Smoking or tobacco use is not permitted in the Library building or near entrances.
2. No illegal, immoral or dangerous activity shall be permitted in the Library. No hazardous materials are permitted in the Library.
3. Candles and all other open-flame devices are **not** permitted in the Library.
4. The premises shall be left in as good condition as found. Any damages to furniture walls, floor finish, doors, etc. shall be paid by the Renter after the reasonable cost of repairs or replacement has been determined. Nothing shall be attached to walls, floor or ceiling, except with prior approval by the Library Director.
5. Food and beverages may be served with prior approval by the Library Director. The Renter shall clean up the premises and remove all trash from the building. Any permits required for preparing or serving food or beverages will be the responsibility of the Renter.
6. The Renter agrees to hold the Goff-Nelson Memorial Library harmless as a result of any actions for damages to persons or property during the period that the renter has possession of the property.
7. The Renter agrees to pay the costs of any damages, plus cost of collection, including legal fees.
8. Rent for the use of the Community Room is \$25.00 for an hour, \$50.00 for ½ a day (4 hours), and \$100.00 for a full day. The rental amount shall be payable the day of the event and shall be paid in cash, check, or money order; credit cards cannot be accepted. In addition to the Rent amount, the Renter shall pay \$15.00 per hour for library staffing if the event is held during hours that the Library is closed.
9. The Library Director may waive the fee for non-profit organizations.
10. The Renter will notify Library personnel as soon as possible if the event is cancelled.

Please contact the Library Director for more information.

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Title / Description of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Type

- Please check event type that best describes your event
- Falsely describing event may result in loss of space privileges
- 

Meeting	Seminar	Workshop	
Poetry	Luncheon	Lecture/Speaker	
Breakfast	Film/Movie	Concert/Musical Performance	
Reception	Webinar	Conference	
Theatrical Performance	Cultural Show	Dinner	
Art Exhibit	Other		

For "Other" please explain:

Room requested:

- Simmons Memorial Room (holds up to 8 people)
- Community Room (holds about 90 people)

Is the event/meeting open to the public? Yes / No

Should the event/meeting be publicized on our web site's Calendar of Events? Yes / No

Room setup: We will help you set up the room if we have the time and staff to do that before your event.

You are expected to leave the room in the same condition that you found it, with floor swept and trash in trash bins that are provided.

Total Cost: \_\_\_\_\_

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For Library Use

Approved by the Library by: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_