



7 LIBRARY AVENUE • WESTHAMPTON BEACH • NY 11978
PHONE: 631-288-3335 • FAX: 631-288-5715

Application for Use of Library's Facilities

Today's Date: _____

Organization: _____

Contact Person: _____ Telephone: _____

Date of Event: _____ Time: _____ to _____

Meeting room reservations may be made for up to three months only. Patrons or organizations are welcome to then re-apply.

Estimated Attendance: _____

Event Supervisor: _____

Nature of Event: _____

Equipment Needed: TV/VCR: __ Laptop: __ Podium: __ Refrigerator __ Other: _____

Room Setup: _____

Diagram (if needed):

Please contact the Reference Desk (631-288-3335x4) if you require further assistance.

I have read and understood the rules as attached or listed on the reverse of this form for use of the Library facilities. As an authorized representative of the organization filing for this request, I guarantee total compliance to same by all participants and specifically assure that the Westhampton Free Library shall be held exempt from any claims, liabilities, suits or damages arising from our use of the Library facilities.

Signature: _____

Approved by: _____

Entered in the online program calendar on: _____
(DATE ENTERED)

by _____
(NAME OF PERSON WHO ADDED ENTRY TO CALENDAR)

RULES AND REGULATIONS FOR THE USE OF THE LIBRARY'S MEETING ROOMS

The Library's meeting rooms and space will be available for public use during Library hours. Advance application for use of the facilities is required and will be approved of on a first-come, first-served basis.

Adequate, responsible, adult supervision is required for any programs involving minors.

Library functions will take precedence over non-library functions.

The Library reserves the right to deny or revoke its approval at any time.

Any group granted permission to use the Library shall be responsible for loss or damage to Library property caused as a result of their use. The Library is not responsible for groups' personal property.

All space must be left in a clean and orderly condition. Meetings and clean-up must be finished before Library closing time.

Artists are responsible for removing their artwork not later than the last day of the assigned month. At that time, all works must be removed from the Library's premises.

The following restrictions apply:

- a. Children under the age of ten may not be left unattended.
- b. Pets are not permitted in the Library; except service animals.
- c. Smoking is not permitted in the Library.

All groups must comply with all state, town, and local fire and safety regulations and laws.

The Library's meetings rooms and space cannot be used to operate a business for financial gain.