FARMINGDALE PUBLIC LIBRARY
APPLICATION FOR USE OF MEETING ROOM

Date of Meeting:_____ Time From: _____ To: _____

INSTRUCTIONS:

1. Complete one application form for each date being requested. Application must bear original signature and will be rejected if not complete. The library will not be responsible for loss of date because of failure to complete form.
2. Please review the MEETING ROOM LAYOUT SHEET, on the reverse side of this application, illustrating the standard set up for the meeting rooms. Please select the type of set up required. If you require a different room set up than is indicated, it is necessary to submit a completed MEETING ROOM LAYOUT Sheet.

_____
Name of Organization

_____
Business Address Telephone

_____
Name and Address of Chair/President Telephone

Purpose of Meeting: _____ Estimated Number of Attendance: _____

Literature to be distributed: No _____ Yes _____ (attach copy)

Set Up Required: No _____ Yes_____ If Yes, please select type of set up and/or complete Meeting Room Layout Sheet on reverse side and submit with this application.

Kitchen Facility Required: No _____ Yes_____

The _____covenants and holds harmless the Farmingdale Public Library and its employees against any and all claims or suits which might arise out of the use of the premises of the Library. A current Certificate of Insurance is attached _____ or has previously been submitted_____ to the Library.

It is further understood that the _____ has read and agrees to abide by the rules and regulations as stipulated in the Farmingdale Public Library's Meeting Room policy.

In addition, as a safety measure, organization leaders will announce at all programs the location of the Fire/Emergency Paths and Exits, will provide the Library with complete attendance lists with handicapped attendees noted, and submit such lists at the time of the program to Library staff.

Agreed By: _____ Date _____
Signature

On Behalf of: _____
Name of organization

For Library Use Only

Approved: _____ Denied: _____Library Director: _____ Date _____

Revised 9/09/2002
Approved November 19, 2002
Approved November 22, 2016

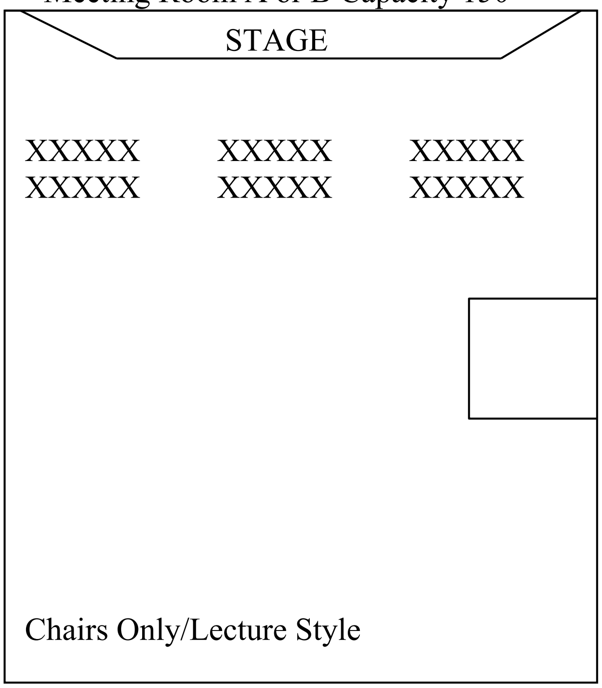
Meeting Room Layout Sheet

Organization: ____

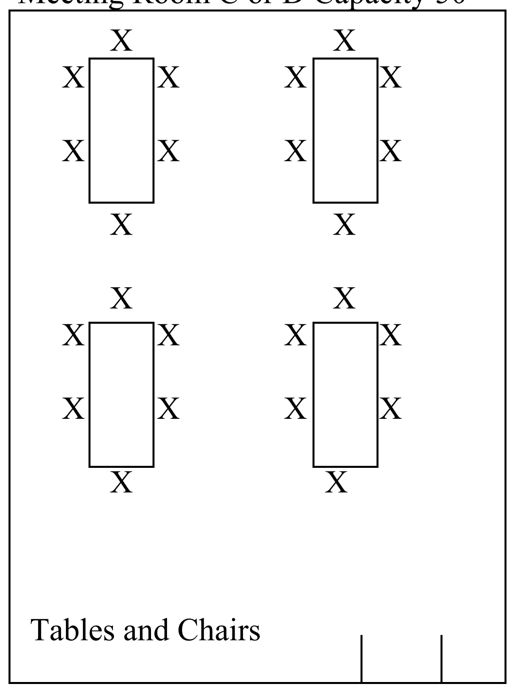
Anticipated Attendance: ____

Please Note: The standard meeting room set-ups are as follows: chairs only in lecture style in meeting rooms A and B: and tables and chairs in meeting rooms C and D. **If your organization requires a set-up other than the standard meeting room set-up, there will be a fee of $30.** The fee also includes the use of the library's coffee urns. However, you must provide the coffee/tea/milk/sugar for your group.

☐ Meeting Room A/B Capacity 300
Meeting Room A or B Capacity 150



☐ Meeting Room C/D Capacity 125
Meeting Room C or D Capacity 50



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Tables required: ________________________ Chairs required: ____________________________

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The ____ wishes the Library to set up the meeting room and agrees to pay $30.00 as a set up fee. The required set up is illustrated on reverse of this form.

Signed: ____Date:_____________________

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