



Application for Use of Meeting Space

Name of Organization: _____

Chairperson's Name: _____ Phone: _____

Purpose of Use: _____

Requested Space: *Conference Room* *East Lyme Room*
(Room capacity: 6) (Room capacity: 50)

Audio/Video to be provided by Library? Yes No

Audiovisual Equipment (AV) Required: _____

Date: _____ Day: _____ Time: _____

Room Set-Up: Roundtable/Conference Presentation/Theatre Other: _____

Chairs: _____ # Tables: _____ (Max of 4)

Person in attendance to be officially responsible for group and for observance of the polices.

Name: _____ Application Date: _____

Address: _____

Signature: _____

By signing, I acknowledge I have read the Policies Governing Use of East Lyme Public Library Meeting Space and accept responsibility for using the space.

Approved by Assistant/Associate Director or Proxy

Name: _____ Date: _____

Policies Governing Use of East Lyme Public Library Meeting Space

Hours of Use

The East Lyme Public Library meeting space will be available for use during regularly scheduled open hours. When the library has regularly scheduled commitments, or is reserved by another group, the room will not be available for use.

Operating Hours:

Monday, Tuesday, Wednesday - **9am to 8pm**

Thursday and Friday - **9am to 5pm**

Saturday - **9am to 4pm (During the summer, 9am to 1pm)**

Sunday - **1pm to 4pm (Closed mid-May to mid-October)**

Note: Programming/use of the room should end fifteen (15) minutes before library closing.

Type of Users

Use of the East Lyme Public Library meeting space by individuals or groups is encouraged for public gatherings of a civic, cultural, or educational purpose. The space is not available for meetings of money-raising, religious purpose, or for the benefit of private individuals or commercial concerns.

Application Procedure

The Assistant/Associate Director or proxy will provide an application form to any qualified applicant and will process applications in order of receipt. Reservation will only be confirmed upon receipt of application.

Rules of Use to be Observed

1. Every use will have a designated individual responsible for supervision during room use and cleaning up afterwards.
2. No food is allowed. Covered beverages are permitted.
3. Groups are not to use the library address or telephone number as their own.
4. Users may provide their own audio-visual equipment or use the library equipment providing the operator is familiar with AV equipment.

Fees and Expenses

No fees are charged for use of the East Lyme Public Library meeting spaces.