

Request to Use Library Meeting Space

This form should be used if you wish to request use of one of the Apalachin Library's community meeting spaces for:

- 3 or more meetings by the same group within a few weeks
- A meeting for a large group (5 or more people)

Please follow these steps:

- Review the "Community Use of Library Meeting Space Policy"
- Complete this form
- Turn in completed form to Library staff member

The Library Director or designee will review the form and follow up with the contact person listed below.

Date of Request: _____

Name of individual or group who wishes to use meeting space:

Contact person for this request*: _____

Contact person's phone number: _____

Contact person's email address: _____

*The contact person is responsible for overseeing the use of the space and for ensuring that the space is left in the same condition as it was prior to use.

Which community meeting space would you like to request:

_____ Front Room (1st floor) (accommodates 12)

_____ Program Room (2nd Floor) (accommodates 7)

_____ Makerspace (2nd Floor) (accommodates 14)

For what purpose do you wish to use the space (please describe):

Anticipated number of participants: _____

Date(s) and Time(s) Requested*

Example: Tuesdays from 11:00-12:00 starting 1/3/2023 and ending 12/31/2023

Day: Monday Tuesday Thursday Friday Saturday

Times (must be within Library operating hours):

Start Date: _____ End Date: _____

*Requests for dates and times may be adjusted after review by the Library Director or their designee. Requests can be made for up to one year, then they must be renewed.