

**Application for Use of the Community Room
At the Southwick Public Library**

Applications must be received by the library at least 14 days prior to the proposed date.
Please type or print the following:

Name of the Organization: _____
Mailing Address of the Organization: _____
Name and Phone Number of Contact Person: _____
Brief Description of the Proposed Event: _____

Anticipated Number of Attendees (no more than 45) _____

Please note only non-profit organizations may use the Community Room and the event must be not-for-profit unless it is to benefit the library and has been approved by the Library Board of Trustees.

Please initial here to confirm that your group is a non-profit organization: _____

Check One:

_____ Application is for a one time use of the Community Room
Date: _____ Beginning Time: _____ Ending Time: _____

_____ Application is for a regularly scheduled use of the Community Room
Day of the Week: _____ Frequency (Weekly, Monthly) _____
Beginning Time _____ Ending Time _____

****Please note, regularly scheduled meetings cannot be scheduled for longer than 3 months in a row- at that time, a new application will need to be filed.***

Check one:

_____ There will be no food or beverages served or brought in by participants

_____ There will be beverages served and I agree that the organization I represent will pay for the cleaning of the carpet and/or chairs if such action is deemed to be necessary

_____ There will be food that does not require cooking and beverages served at this event and I agree that the organization I represent will pay for the cleaning of the carpet and/or chairs if such action is deemed to be necessary.

I understand that submitting this application is not a confirmation that the room is available at the required time and that the Library Director will mail a confirmation or rejection of this application within one week of the date it is received at the Library. I understand that there is to be no smoking or consumption of alcohol on Library property. I understand that no tacks, nails, or scotch tape are to be placed in or on doors, walls, or furniture. I understand that the event may not extend past the Library's hours of operation or be scheduled for a time when the Library is not open. I understand that the activity must not disturb patrons using the Library, and that if warned once, the second time we will be asked to leave.

Signature Date

Updated by the Library Trustees 2/14/2023 & 7/11/2023