

Bayport-Blue Point Public Library

Application for use of Public Library Facilities

(Please print or type and submit to the Library for consideration)

Note: Please read Rules and Regulations on reverse side

Date: _____

The undersigned requests approval for use of the Library facilities set forth below:

Name of organization: _____

Type of activity: _____

(Civic, social, recreational, etc.)

Responsible person authorized to supervise activity: _____

Address: _____ Telephone Number: _____

Facilities requested: (Check facilities listed below, indicated first and second choices by placing "1" and "2" next to your selections.)

Facility	Capacity	Equipment requested
Meeting Room A	50: _____	Chairs (No.): _____
Meeting Room B	50: _____	Screen: _____
Meeting Room A&B	100: _____	Tables (No.): _____
Conference Room	8: _____	Kitchen facilities: _____
Gene Horton Room	20: _____	Other: _____

Day(s) of week: _____ Date(s): from _____ to _____

Hours: from _____ to _____ No. of Attendees: _____ Age Group: _____

Purpose (Provide specific purpose): _____

If refreshments are to be served, provide details: _____

I have reviewed the "Rules and Regulations for Community Use of Meeting Rooms" and agree to fully comply with them.

Signature of applicant

Address

Telephone Number

White - Applicants copy
Yellow - Library copy

For Official Use Only

Approved ()

Disapproved ()

Library Director: _____

Comments: _____
