

Livingston Manor-Roscoe Library

Livingston Manor Branch, 92 Main Street, Livingston Manor, NY 12758

Roscoe Branch, 85 Highland Avenue, Roscoe, NY 12776

Building-Use Application

The contact person named on the application shall be responsible for the condition of the Library event space, for the conduct of group members, and for the payment of any maintenance charges incurred by the library.

The signing of this application constitutes an agreement by the undersigned to adhere to rules set forth in the Library Building-Use Policy.

DATE OF APPLICATION _____

NAME OF ORGANIZATION _____

PURPOSE OF USE _____

SPACE REQUESTED _____

REQUEST PERMISSION TO BRING REFRESHMENTS ___YES ___NO

DESCRIPTION _____

INTEND TO SELL BOOKS ___ CHARGE FOR MATERIALS OR SUPPLIES ___ (YES OR NO)

CONTACT PERSON _____ PHONE _____

MAILING ADDRESS _____

DATE REQUESTED _____ TIME START/END _____

SIGNATURE _____ DATE _____

Please attach a copy of your organization's certificate of insurance.

___ CERTIFICATE OF INSURANCE ATTACHED

___ ROOM RESERVATION APPROVAL

Signature of Library Director _____ Date _____