



Weston Public Library

Application For Use Of Community Or Conference Room

Name of Organization: _____

Address of Organization: _____

Contact Name and Phone Number: _____

Contact Address: _____ Weston, CT 06883

Date Requested: _____

Time Requested (include set-up and break-down): _____

Purpose of Use: _____

Room Requested **AND** Approximate Number of People:

- Community Room (maximum 100 people) _____
- Piano access Audio-Visual equipment
- Kitchen access
- Conference Room A (maximum 11 people) _____
- Conference Room B (maximum 4 people) _____
- Conference Room C (maximum 4 people) _____
- Makerspace (maximum 6 people) _____

Room Use Procedures:

1. Application must be signed and submitted by a Weston resident.
2. Contact and signatory for organization on this application is responsible for requesting a key to the Library and receiving instruction on the opening/closing of the Community Room for all after hour events. Keys may be picked up no earlier than 24 hours in advance of a program and must be returned to Library staff before ten o'clock the following morning or placed in the Library bookdrop at the close of the event.
3. Each group or individual must leave the rooms and kitchen clean. The tables, chairs and other Library equipment must be put back to where they were found. The user is responsible for loss or damage resulting from their use and for additional custodial fees if the rooms are not left in good order. Custodial fees are charged at a minimum rate of \$35/hour and prompt payment for custodial fees or loss/damage is expected.
4. Use of equipment other than tables and chairs is not permitted without prior arrangement. Separate agreements and policies may apply to audio-visual equipment.

On behalf of my organization, I acknowledge receipt of the *Weston Public Library Policy on Use of the Community and Conference Rooms* and agree to abide by the policies set forth in the aforementioned document. I assume all responsibility for compliance with these policies by my organization.

Name: _____

Date: _____

Signature: _____

Address: _____

Phone Number: _____

2/7/17

LIBRARY APPROVAL
Date: _____
By: _____