

**EAST MEADOW PUBLIC LIBRARY**  
**Public Relations Department**  
1886 Front Street  
East Meadow, NY 11554  
516 794-2570 ext. 5005

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**APPLICATION FOR USE OF MEETING ROOM**

**ORGANIZATION OR GROUP NAME** \_\_\_\_\_

NAME OF CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_

APPROX. SIZE OF GROUP \_\_\_\_\_ LIST OF PARTICIPANTS ATTACHED? \_\_\_\_\_

PREFERRED DATE/TIME \_\_\_\_\_

IF YOUR SELECTION IS NOT AVAILABLE, PLEASE CHOOSE A SECOND DATE/TIME: \_\_\_\_\_

IF YOUR SELECTION IS NOT AVAILABLE, PLEASE CHOOSE A THIRD DATE/TIME: \_\_\_\_\_

PROGRAM ACTIVITY \_\_\_\_\_

A representative of the organization must be present 20 minutes before program is scheduled to begin. Doors will not be opened until a group representative is present.

Auditorium set-up \_\_\_\_\_ No. of tables \_\_\_\_\_ Podium \_\_\_\_\_ Standing mic \_\_\_\_\_

Lectern/mike \_\_\_\_\_ Kitchen open \_\_\_\_\_ Screen down \_\_\_\_\_

**OTHER:** \_\_\_\_\_

\_\_\_\_\_  
(over)

In consideration of the use of meeting room facilities, each organization or group agrees that it will pay for all damage to any property of the East Meadow Public Library and East Meadow Union Free School District, resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization or group, or any of its invitees, and that it will save harmless and indemnify the East Meadow Public Library and East Meadow Union Free School District from any and against any and all liability which may be imposed on them, for any injury to persons or property caused by the organization or any other person in connection with the program.

It is understood that the East Meadow Public Library assumes no responsibility whatever for any property placed in the Library in connection with a program, and that the East Meadow Public Library and the East Meadow Union Free School District are hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained during or by any reason of a program held on the Library's premises.

We have read and agree to abide by the current regulations governing the use of a meeting room as outlined in the enclosed *Library Regulations for Use of the Meeting Rooms*.

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Signature of Authorized Officer

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Date

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Address

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Telephone