

**OLD LYME-PHOEBE GRIFFIN NOYES LIBRARY
APPLICATION FOR THE USE OF THE COMMUNITY ROOM**

Organization/Name _____ Date of Application _____

Purpose of organization _____

Date of program/meeting _____ Time: _____ a.m./p.m.
to _____ a.m./p.m. _____

Purpose of the meeting/program/event _____

Contact person for this organization: _____

Address: _____

Telephone – Home: _____ Business: _____

Contact person for this event: _____

Telephone – Home: _____ Business: _____

Are you a registered Old Lyme Library patron? _____ If not, please see the Information Desk to register. (for potential guest key privileges) The guest key and instructions must be obtained the day preceding your meeting or early on the day you will be occupying the Community Room.

Estimated Attendance: _____

Note: Maximum capacity for the Community Room is 70 people.

Kitchen facilities needed? _____

Will refreshments be served? _____

Equipment to be used: ___ Slide projector with slide tray ___ Overhead projector
 ___ Monitor ___ VCR ___ Flip Chart ___ Easel
 ___ Amplifier with remote mike ___ Screen (attached to the wall)
 ___ Tables (#) _____ ___ Chairs (#) _____

Applicant's signature _____

Custodial Fee: _____ Date received: _____

Room Fee: _____ Date received: _____

Donation: _____ Date received: _____

The applicant hereby states that he/she is empowered to act for the group requesting use of the Old Lyme Phoebe Griffin Noyes Library Community Room, and agrees to faithfully abide by all Old Lyme PGN Library regulations as outlined in the Policy for Use of the Community Room.

Office Use Only

Approved by: _____