Today’s Date:

Meeting Date (s): Time:

The Town of Ballston Community Library is pleased to be able to offer a meeting room with a seating capacity of 50 for use by community groups which offer philanthropic, civic, educational, or cultural programs. Reservations must be made through the library staff on a first-come, first-served basis. This form must be filled out by a representative of the organization seeking to use the room. Such individual shall accept responsibility for any damages to library equipment and furnishings which may occur.

1. Name of Organization ____________________________________________

2. Person Representing Organization ___________________________________
   Address: _________________________________________________________
   Phone #: _________________________________________________________

3. President of Organization: _________________________________________
   Phone #: _________________________________________________________

4. Purpose of meeting: ______________________________________________

5. # of people expected: _____________________________________________

Received:

Community Room Use Policy __________
Equipment Request Form __________

I received a copy of the Library’s Community Room Policy and agree to abide by the guidelines set out in the policy. I understand that set up and clean up are the responsibility of our group.

Signature: _________________________________________________________

Town of Ballston Community Library 2 Lawmar Lane Burnt Hills, NY 12027
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