



2 Lawmar Lane • Burnt Hills, NY 12027-9539

518.399.8174 • Fax: 518.399.8187

Meeting Date: _____ Time: _____

Meeting Room Application

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 may be made through the library staff on a first-come, first-served basis. Application forms 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. The following are the general rules, which govern the use of the meeting room, please refer additional inquiries to our library director:

- The room is not to be used for religious gatherings and no admission fee may be charged except to cover certain expenses of a program if approved by the board of director of the library.
- All meetings must be open to the public.
- Refreshments may be served, with the exception of alcoholic beverages.
- No group may use the meeting room more than 12 times in one year except for library groups.
- An adult shall supervise persons under the age of 18.
- Library equipment is available for use by groups with the prior approval of the director.
- The meeting room is not available for purely social functions.
- A meeting may be terminated if found by the director to be disruptive to regular library services.
- The meeting room has a separate outside entrance and may be used after hours with the consent of the director.
- The library board reserves the right to refuse an application if the intended use violates any library policy.
- Library programs will be given priority in the reservation of this room.
- Programs must not disrupt the use of the library by others.

1. Name of Organization _____
 2. Person representing Organization _____
Address _____
Phone number _____ Home _____ Business _____
 3. President of Organization _____
Phone Number _____
 4. Date room is requested _____
Scheduled time of meeting From: _____ To: _____
 5. Purpose of meeting _____
 6. Size of group expected _____
 7. Will light refreshments be served? _____
 8. Explain _____
 9. Special equipment needed: _____
_____ Slide Projector _____ VCR & Monitor _____ Easel _____ Other _____
- I agree to abide by the library's regulations as stated in policy and procedures.
- Date _____
- Signature of Organization Representative _____