

**Town of Ballston Community Library
COMMUNITY MEETING ROOM
INFORMATION SHEET**

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

Telephone: 518-399-8174 Fax: 518-399-1687 <http://toblibrary.sals.edu>