



Newstead Public Library
33 Main Street ~ Akron, NY 14001
716-542-2327 – nst@buffalolib.org

APPLICATION FOR USE OF MEETING ROOM

Type or print. Please submit at least 2 weeks in advance.

Organization Information

Organization Name _____

Organization Address _____

Purpose of Organization _____

Applicant Information

Name & Title of Applicant _____

Address _____

Telephone number _____ Best time to call _____

Email _____

Meeting Information

Date requested _____ Day of week _____

Time: from _____ to _____ Expected attendance _____

Purpose of meeting _____

Does your organization require any special ACCOMMODATIONS? If yes, please list:

Special Equipment (to be brought by applicant)

List items: _____

Note date and hour of arrival/delivery: _____

I have read and understand the Newstead Public Library "Meeting Room Policy," "Application for Use of Meeting Room" and "Meeting Room Rules of Use" and agree, on behalf of the applying organization, to be bound by the terms of use set forth therein, including acceptance of liability for either damage to library facilities or loss of library property arising from use of the meeting room by the applicant.

Name(Print) _____

Date _____

Signature _____

Do Not Write in this Space	
Application Approved _____	Date _____
Application Rejected _____	Date _____