Hon. Shirley Chisholm Library Community Room Application

This application does not guarantee a room reservation. Final approval will be granted by a librarian.

Organization Information

Organization Name: _____

Organization Address: _____

Organization Phone: _____

Purpose of Organization: _____

Applicant Information

Name: _____

Phone: _____

Email: _____

Meeting Information

Date(s) requested: _____

Reservations can be made up to three months in advance.

Time From: _____ To: _____

Setup Time Needed: _____ Teardown Time Needed: _____

-There are tables and chairs in each room. Groups are responsible for placement.
-If you require assistance, please discuss with staff at booking.
-Rooms must be cleaned and vacated 30 minutes prior to closing.

Room Request (Circle choice): 1 2 No preference

-Room 1 can accommodate up to 80 people (up to 10 tables, 65 chairs)
-Room 2 can accommodate up to 100 people (up to 12 tables, 85 chairs). It has countertops and a small sink.

Program Name: _____

Program Description: _____

_____

_____

Total Anticipated Attendance: _____

Will you be serving food? Yes No

Light refreshments are acceptable, no alcohol may be served, and there can be no flames.
We ask that you remove all food/liquids from the Library at the end of your program.

Onsite Contact for Day of Program:

Name: _____ Phone: _____

Please see reverse side ->

Special Equipment

Check all that apply

- ☐ Podium (no microphone)
- ☐ TV/HDMI Hookup
- ☐ Easel

Marketing

If you would like us to promote your event you will need to submit a copy of the flyer, including all pertinent information, to the library at least two weeks prior to the event. Social media submissions must be in png or jpeg format and can be emailed to chi@buffalolib.org.

All materials that will be published or distributed in connection with the proposed use of the meeting room must contain the following disclaimer: *The views expressed are solely those of the author/speaker/presenter and do not necessarily reflect the views of, and should not be attributed to, the Amherst Public Libraries.*

☐ I agree that I have read the *Amherst Public Library's Rules of Conduct* and *Meeting Room Policy* and agree, on behalf of the applying organization, to be bound by the terms of use set forth therein, including acceptance of liability for personal injury, damage to Library facilities, and/or loss of Library property arising from use of the facility space by the applicant. I agree to hold harmless the Amherst Public Libraries for any and all liability which arises out of the use of the facility space. I understand I do not have approval for use of the facility space until I receive a copy of this contract signed by the Library director or designee.

☐ I agree that my organization and all attendees will follow all security, health, and safety policies required by the Amherst Public Libraries.

Name: (please print) _____

Signature: _____ Date: _____

Amherst Public Libraries