

October, 2012

Dear Applicant:

Thank you for your interest in Sandusky Library's Program Room and Center for Lifelong Learning. Sandusky Library provides for use of the Library Program Room when Library activities are not scheduled for the room. A fee for room use is required. An additional \$5.00 fee is required if you are bringing in refreshments. Please make your check payable to Sandusky Library and include it with your application. (Your fee will be returned if you do not use the room.)

The group which herein makes application for use of the Library Program Room of the Sandusky Library, in consideration for the use of the room for a nominal charge, agrees to hold the Sandusky Library, its Board, employees, and agents, harmless for any act or failure to act, damage, or loss to Library property, materials distributed, or viewpoints advocated, on the Applicant's part.

Please carefully review the enclosed Regulations for Public Use of Library Program Room, and Application Form, Rules of Conduct (2.12) and Unattended Child Policy (2.17). You may not request more than one date/time on the application. A separate Application Form needs to be filled out for each meeting request. You will be notified when your meeting is confirmed. Do not assume you have a reservation until a staff member calls you to confirm it.

Library chairs and tables are available for community use. Set-up is the responsibility of each group, as well as clean-up afterward. Clean-up includes placing waste in the appropriate container and cleaning tables and countertops if you have served refreshments. Sandusky Library is a smoke-free facility, and alcoholic beverages are prohibited. Your consideration of others who will be using the Program Room is appreciated.

If you have any questions, please call the Switchboard at the Sandusky Library at 419-625-3834.

Thank you again for your interest in Sandusky Library's Program Room.

Sandusky Library Staff

Sandusky Library Program Room and Center for Lifelong Learning Application

Please type or print neatly: Today's date _____

Organization _____

Applicant/contact person _____

Address _____

City, State, Zip _____

Telephone _____ Fax _____

E-mail _____

Requested date and time for Library Program Room

Month/day _____

Time of day _____

Purpose of the meeting _____

Expected attendance _____

Number of chairs needed _____ Number of tables needed _____

Will you be serving refreshments? Yes ___ No ___ (*a buffet/counter is available for refreshments*)

Enclosed Room Fee (\$) _____ Enclosed Refreshment Fee (\$5.00) _____

*Please make check payable to *Sandusky Library*.

Please return this form to Library Program Room Reservations, Sandusky Library, 114 W. Adams Street, Sandusky, OH 44870. **A two-week advance notice is required for applications. You will be notified when your meeting is reserved.** Please do not assume you have a reservation until a Library staff member calls you to confirm it. Your fee will be returned if you do not use the room and advanced notice is given.

RESPONSIBILITY

The group which herein makes application for use of the Library Program Room and Center for Lifelong Learning of the Sandusky Library, in consideration for the use of the room for a nominal charge, agrees to hold the Sandusky Library, its Board, employees, and agents, harmless for any act or failure to act, damage, or loss to Library property, materials distributed, or viewpoints advocated, on the Applicant's part. Applicant is financially responsible for any damage to the Library Program Room or its contents. In applying for use of the Program Room, I hereby agree to the Library's Conditions of Use for the room.

Name _____ Date _____