



EDMESTON FREE LIBRARY

26 East Street • P.O. Box 167 • Edmeston, NY 13335

Edmestonfreelibrary@gmail.com • 607-965-8208

BUILDING USE FORM

This form is to be completed and signed by the person responsible for the group. The Form must be submitted to the Library Director who will sign it once they are able to check the room for conflicts on the schedule. If a fee is due, it must be paid within two weeks of the reservation so that we may schedule staff for the event.

_____ The group requesting use of our building as set forth below, will hold the Edmeston Free Library harmless for any and all liability for damage or injury from the group's activity on the Library's property or use of the facilities.

Name of the group _____ **Phone** _____

Name of person responsible _____ **Phone** _____

Email _____

Please state the purpose of the event.

_____ **Date(s)** _____ **Times** _____

Room(s) needed: Large Classroom, Medium Classroom, Small Classroom, Study Room, Cafe', Kitchen (Please circle the room(s) requested)

Refreshments? _____ Please keep them in the Kitchen and cafe'. No use of the kitchen appliances without Library supervision and prior approval. If food or beverage is planned, please understand that we limit this to the kitchen and cafe' spaces.

Equipment Needed _____

All waste must be removed from the premises.

Signature of Library Director _____ Date _____

Regular Hours: _____ Other Hours requested _____ *

Tuesday - Friday 12:00 - 4:45 *(May include a charge for staff supervision)

Saturdays 9:00-1:00