

**HENRIETTA PUBLIC LIBRARY  
APPLICATION FOR USE OF THE COMMUNITY ROOM**

Please read and retain for your records your copy of the application and the Community Room Use Policy. Make application in person, by mail or fax to the Henrietta Public Library, 455 Calkins Road, Rochester, NY 14623 (Fax # 334-6369).

Name of Organization \_\_\_\_\_  
(Only non-profit organizations may use the Community Room)

Is your organization non-profit? \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Time of Meeting \_\_\_\_\_  
(Room must be vacated by 8:45 p.m. Mon.-Thurs. and 4:45 p.m. Fri., Sat., and Sun.) During our summer hours the building must be vacated by 5:30 p.m. Friday and 1:30 p.m. Saturday.

Room Equipment Needed \_\_\_\_\_  
\_\_\_\_\_

(Chairs, tables, podium and movie screen are available. Audio-visual equipment is NOT. The individual/organization using the room is responsible for both the setting up and taking down of equipment. **Tables should be folded and placed against the outside wall and chairs should be stacked and placed against the inside wall.** Failure to comply with this will affect future reservation status.)

A podium with microphone is available for use with prior arrangement and instruction by library staff. Please notify Henrietta Public Library in advance of requested usage time.

To patrons in need of hearing assistive device: Henrietta Public Library now has an FM sound system in the Community Room for hard of hearing as well as hearing impaired patrons. If you know that you will need a personal hearing assistive device, please advise us in advance, when possible, so that we may have the set-up prepared.

Number of Persons Expected (not to exceed 100) \_\_\_\_\_

Name, Address and Phone Number of Contact Person for the Organization \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email of Contact Person for the Organization \_\_\_\_\_

I have read and agree to abide by the regulations set forth in the Community Room Use Policy, and agree to assume full responsibility as outlined there in.

Date \_\_\_\_\_ Signature \_\_\_\_\_