



## Parma Public Library

7 West Avenue Hilton, New York 14468  
Telephone: 585-392-8350 Fax: 585-392-9870  
www.parmapubliclibrary.org

### Appendix D Application for Use of the Parma Public Library Meeting Room

Complete the following application and return it to the Library not less than three weeks prior to the requested date. **If you mail or email the application, please call to confirm your reservation.**

**Return all applications to:**

Parma Public Library, Attn: Library Director, 7 West Avenue - Hilton, NY 14468

Name of Organization: \_\_\_\_\_

Is this a non-profit, civic, cultural or educational group? \_\_\_\_\_

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

Date(s) of Meeting: \_\_\_\_\_

Any Special Needs (projector, power point, movie screen, or other library equipment): \_\_\_\_\_

Time & Duration of Meeting: \_\_\_\_\_  
(Include set-up and clean-up time. Room must be vacated 15 minutes before the Library closes.)

Number of People Expected: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact & Phone on day of event: \_\_\_\_\_

**I have read the Parma Public Library Meeting Room Use Policy and understand that our group shall be directly responsible for any damage caused by members of the group.**

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

**Staff Use Only:**

1. Did you confirm that this is a non-profit, civic, cultural or educational group? \_\_\_\_\_
2. Did you tell the organizer to check-in at the front desk with a headcount and to read and sign the meeting room policy? \_\_\_\_\_
3. Did you enter the reservation(s) into the calendar? \_\_\_\_\_
4. Was this reservation made in-person, by phone, mail or email? (Circle one.)

Initials: \_\_\_\_\_ Date: \_\_\_\_\_