

ALTAMONT FREE LIBRARY  
REQUEST FOR USE OF FACILITY

**Organization/ Individual:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**Event:** \_\_\_\_\_

**Space Requested:** \_\_\_\_\_

**Materials or Equipment to be Used:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Number Attending:** \_\_\_\_\_

Additional time needed for set-up must be coordinated with the Director of the Altamont Free Library.

**Restrictions:**

1. No fees, donations, solicitations or listings are permitted/
2. Reservations will not be accepted for a series of meetings that would designate the Altamont Free Library as the regular meeting place for an organization.
3. Two or more adults must supervise events for children age 10 and younger.
4. Smoking and the consumption of alcoholic beverages is forbidden.
5. Storage space is not provided and the Library is not responsible for personal items or equipment belongings to groups or individuals using the Library.
6. Programs that require the use of materials, e.g., paint or clay, which may result in damage to Library property, require approval of the Director.
7. The Director must review advertizing for the event.

**Signature of Applicant:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_