



Application for Use of the Friends of Brighton Memorial Library Learning Center

Please read and retain for your records the attached copy of the Friends of Brighton Memorial Library Learning Center Use Policy that governs the use of the room. Complete the following application and return it to the Library **not less than three weeks prior to the requested date**. A confirming letter will be sent/faxed to you upon receipt of the application. Return all applications to:

Brighton Memorial Library, Attn: Community Relations Manager
2300 Elmwood Avenue Rochester, NY 14618

Date of Application: _____

Name of Organization: _____

Purpose of Meeting: _____

Activities planned: _____

Day & Date of Meeting: _____

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 (not to exceed 88): _____

Specific equipment you are planning to use:
(Equipment available includes a microphone, VCR, DVD/CD player, slide projector, overhead projector and cassette player. Request for use of Library equipment must be made at time of application for use of Learning Center. Multimedia equipment is not available on weekends. The screen is available if you provide your own equipment.) The Library reserves the right to determine feasibility of multimedia equipment for the purpose requested and all decisions of the Library are final.

Number of chairs and tables desired and arrangement: _____
(88 chairs and 4 six-foot tables and 2 five-foot tables are available.)

Is there a need for handicapped assistance? (The Library has a lift.) _____

Contact Person: _____

Address: _____

Phone: _____ **Fax:** _____

Contact & Phone on DAY OF EVENT: _____

9a Uj: _____

I have read the Learning Center Policy and understand that our group shall be directly responsible for any damage caused by members of the group.

Signature: _____

Staff Use Only:

Approved: _____ Confirm. Sent: _____ Filed: _____ AV: _____ Set: _____
2300 Elmwood Avenue-Rochester, NY 14618

Telephone (585) 784-5300; TDD (585) 784-5302; Fax (585) 784-5333