



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

Please read and retain for your records a 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 confirmation letter will be sent/mailed to you upon receipt of the application.

**Please send application to:** Brighton Memorial Library, Attn: Public Relations Coordinator, Lisa Arnold, 2300 Elmwood Avenue, Rochester, NY 14618 or [lisa.arnold@libraryweb.org](mailto:lisa.arnold@libraryweb.org)

**Date of application:** \_\_\_\_\_

**Name of organization:** \_\_\_\_\_

**Purpose of meeting:** \_\_\_\_\_

- Any event held in this room must be free and open to the public.

**Activities planned:** \_\_\_\_\_

**Date of meeting:** \_\_\_\_\_

**Time & duration of meeting:** \_\_\_\_\_

- Allow for set up and clean up time.
- Include length and title if showing a video.
- The 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:** \_\_\_\_\_

- Library equipment available during weekdays: microphone, DVD/CD player, PC, screen, projector.
- **Request for use of library equipment must be made at time of application.**
- BML reserves the right to determine appropriate use of library equipment.
- **Equipment and room set ups are not available on weekends.** The screen is available on weekends if you provide your own A/V equipment including all cords/adaptors.
- **The lectern is wired to the floor and may not be moved.**

**Number of chairs and tables desired and arrangement:** \_\_\_\_\_

- 88 chairs, 10 six-foot tables, and 7 eight-foot tables are available.
- Last minute requests for room set up changes may not be accommodated by library staff.

**Will there be a need for handicapped assistance** (the library has a lift)? \_\_\_\_\_

**Contact person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_

**Contact person & phone # for day of event:** \_\_\_\_\_

**Contact for anyone interested in this event:** \_\_\_\_\_

**I have read the Learning Center Policy and understand that the group shall be directly responsible for the removal of any garbage generated and/or any damage caused during the event. If assistance is required while using the Learning Center, we will contact a BML Reference Librarian.**

**Signature:** \_\_\_\_\_

#### Staff Use Only:

Approved: \_\_\_\_\_ Confirm. Sent: \_\_\_\_\_ Filed: \_\_\_\_\_ AV: \_\_\_\_\_ Set: \_\_\_\_\_