

**Greece Public Library
Frear Conference Room Application**

An application form (below) must be completed by a member (18 years or older) of the requesting organization and is to be submitted no more than two months in advance of the date requested. The person signing the application assumes full responsibility on behalf of the group or organization. An application must be completed for each date requested.

To use the room please remember the event must be:
1. Free & not for commercial profit purposes
2. Open to the Public
3. Limited to 1x week for 2 hours maximum per reservation.
Additional requirements & restriction details are provided in the policy.

Please complete all fields:

Name of Organization _____

Date room needed: _____

Time needed: From _____ To _____

Number of People Expected (12 people maximum) _____

Person Responsible:

Name _____

Address _____

Telephone Number _____

Email Address _____

I have read and agree to abide by the regulations set forth in the Conference Room Policy and agree to assume full responsibility as outlined therein.

Signature _____

Date _____

Staff Member _____

Date _____

Procedure implementation date 09-25-2019