



TINICUM MEMORIAL PUBLIC LIBRARY

MEETING ROOM APPLICATION

DATES(S) REQUESTED:

1st Choice _____

2nd Choice _____

If this request is for multiple dates, please list all dates.

Date(s) _____ **Time** _____

Anticipated attendance _____

Refreshments: (check one) _____ Yes _____ No

Donation: \$25.00 _____ Cash _____ Check/Money order

Organization Representative:

Name _____

Address _____

Telephone _____ **Alternate phone** _____

Please review the attached Use of Meeting Room and Booking Policy. Violation of attached regulations will result in the cancellation of future meetings.

The undersigned acknowledges receipt and acceptance of the provisions outlined in the attached meeting room and booking policy.

Date of Request

Applicant Signature

Date Approved

Approved By

TINICUM LIBRARY MEETING ROOM POLICY

The meeting room located in the lower level of the Tinicum Memorial Public Library provides an opportunity for bringing together the resources of the library and the activities of the community. Groups holding meetings of a civic, cultural or educational nature may use this room. Groups may not charge admission.

The meeting room is not available for the following types of gatherings:

- Meetings which are purely social in purpose
- Meetings which benefit private individuals
- Meetings which raise funds for commercial endeavours

Bookings

Organizations requesting use of the meeting room must submit a signed application as far in advance as possible.

Organizations must provide their own audiovisual equipment.

Set up and special arrangements are the responsibility of booking organization.

Organizations planning to serve refreshments must provide the refreshments and accompanying paper products and must dispose of trash, leaving meeting room clean. Cooking food is prohibited.

Meeting room may not be booked if needed for library purposes.

Evening meetings may not extend beyond 7:30pm.

The library is not responsible for lost or stolen items.

Maximum occupancy limited to 25 persons at one time.

In the event of inclement weather, the library follows the emergency closing schedule of the Interboro School District. The code number is 450.

Cancellations due to weather or other emergencies will be posted on the Tinicum Library Facebook page.