

**JEAN WHALEN COMMUNITY ROOM REQUEST FORM
ANSONIA LIBRARY
203-734-6728**

The Ansonia Library, in response to the special needs of community residents, has provided a program area in the library for public use on a requested basis. Use of the Community Room is under the general supervision of the library board of directors and the direct supervision of the library director. The Community Room is available for organizations devoted to educational, cultural, or civic activities of general interest to the community. Juvenile and teenage groups may use the room only when responsible adult supervision is provided. Requests for use of the Community Room should be made two weeks in advance of the scheduled meeting. **While we do not require payment for the use of the Community Room, we welcome any donations! If you would like to make a donation for the use of the room, you may leave a cash donation in the black mailbox in the Community Room, or write a check out to The Friends of the Ansonia Library and we will use your donations to continue to bring a wide variety programs and materials into the library for the community.**

General Rules and Conditions

- 1) The authorized representative is responsible for leaving the room in order and assumes all liability for damage to or loss of library property incurred while on the premises.
- 2) The library is not responsible for injuries to participants attending the meeting.
- 3) Smoking and alcoholic beverages are prohibited.
- 4) Misuse of the room will mean permanent revoking of the group's privileges in the library.

COMPLETE THIS FORM AND RETURN IN PERSON OR TO EMAIL TO: ansonialibrary.events@gmail.com

Date of Request _____

Date room is needed _____ from: _____ to: _____ #of people: _____

Name of organization: _____

Contact
person: _____ email: _____ phone: _____

Tell us a bit about your event:

Number of chairs needed: _____ Number of tables: _____

If there is a specific way you would like the room set up, please indicate:

I understand that my organization will be responsible for damages incurred, that the guidelines for the Community Room must be adhered to and that our continued use of the meeting room depends on our ability to follow the guidelines.

Signature of authorized representative: _____ Date _____

For Library use:

Date received: _____

Date approved: _____

NOTE: Please add date to the shared calendar and notify custodian _____