

Frank J. Basloe Library
245 North Main Street
Herkimer, N.Y. 13350
Phone: 866-1733 Fax: 866-0395

WASHBURN MEMORIAL ROOM - Request for Use
*****Please Carefully Read the Rules on Page 2.*****

NAME OF ORGANIZATION: _____

ADDRESS: _____

NAME OF APPLICANT: _____ PHONE: _____

DATES REQUESTED (**LIMIT OF 3 AT A TIME. YOU MAY REQUEST MORE DATES ON OR AFTER DATE 3**):

Please include time for setup and cleanup.

DAY/DATE 1: _____ TIME: _____ to _____ # of people: _____

DAY/DATE 2: _____ TIME: _____ to _____ # of people: _____

DAY/DATE 3: _____ TIME: _____ to _____ # of people: _____

(Room capacity is 84 people order of Herkimer Fire Department)

PURPOSE ROOM WILL BE USED FOR: _____

WILL PARTICIPANTS BE CHARGED A FEE FOR ANY REASON? YES NO

DO YOU NEED TO USE THE KITCHEN: YES NO

DO YOU NEED TO BORROW AUDIOVISUAL EQUIPMENT: YES NO

IF SO, PLEASE LIST: _____

A donation to the library would be greatly appreciated. 100% of your group's donation will support library services. The suggested donation is \$10 per use.

I understand the rules governing the use of the Washburn Room and agree to abide by them. I/We agree that our group/organization will assume total financial responsibility for any damage caused by our group or its guests while using the library facilities and equipment.

Signature

Date

Application Received By: _____

Library Director

WASHBURN ROOM RULES

PRIORITY: The library board of trustees retains the right to administer this facility and reserves first priority for all activities of the library. All other community groups are welcome and encouraged to use these facilities subject to the rules and regulations here established.

EXCLUSIONS: This facility will not be used by any group which discriminates by race, creed, color or sex; by any group who has their own facilities except on an emergency basis. Due to laws governing separation of church and state, formal religious services may not be conducted. Organizational and business meetings of groups affiliated with recognized religions are appropriate.

EXCEPTIONS: Groups, either or private, business, social or fraternal may use these facilities for profit when the following conditions have been met:

- a) An exception is requested in writing from the Board of Trustees;
- b) The profit generated will not profit principally the organization requesting the facility or;
- c) Some worthy educational, civic charitable purpose will be served or a substantial group in the community will benefit.

All admissions fees are subject to approval of the Board of Trustees. The library board reserves the right to revoke a use permit at any time and reserves the right to amend both policy and regulations as deemed necessary.

RESERVATIONS: Reservations must be made in writing at the library. Request from adult residents of the town or village of Herkimer will be honored on a first come, first served basis. Reservations will be limited to three advanced bookings. This will allow a wide range of activities to take place. The board reserves the right to set aside prior reservations should educational or cultural programs become available.

RESPONSIBILTIES: Alcohol may not be served in the Library building or on the grounds unless prior permission has been granted by the Library Board of Trustees at a regularly scheduled board meeting. Please make this request in writing.

Smoking is prohibited. Users may not tack, tape, glue or tie any items to the walls, furniture, etc. in the room so as to damage them in any way. Users will clean up after themselves and leave the room as neat as they found it. Any damages or accidents should be reported to the library immediately. The library board assumes no responsibilities for the properties left on the premises, and retains the right to impose a fee for damages, special services or custodial service if the facility is not left in satisfactory condition.