



Tupper Lake Public Library Meeting Room Application

Please read this carefully before signing

Please Note: Your signature below indicates that you received a copy of the attached meeting room agreement, have read them and accept and agree to be bound by them.

The Library provides meeting rooms for use by community and nonprofit groups for educational, cultural, well-being or civic meetings. All groups are welcome to apply, provided they follow this policy. The Library may deny requests based on room availability, staffing, or excessive use.

Use of library space does **not** imply Library sponsorship or endorsement of any group or event.

General Guidelines

- Library events have first priority for room use.
- Reservations are first-come, first-served.
- Meeting rooms are only available during library hours unless approved by the Director.

Reservations

- Submit a completed reservation form in advance.
- A/V equipment may be available if requested on the form (not guaranteed).
- Renters must clean up the space and return furniture to its original place.
- All trash must be removed from the building.
- No smoking, vaping, alcohol, open flames, or candles.
- Food and drink require prior approval and any needed permits must be obtained by the renter.
- Renters must pay for any damages or professional cleaning if needed.
- Nothing may be attached to walls, floors, or ceilings without approval.
- Cancellations must be made at least 48 hours in advance.

Rental Fees

- \$15/hour
- \$50 for half-day (up to 4 hours)
- \$100 for full day (over 4 hours)
- Additional \$15/hour if event occurs outside regular library hours
- Payment due by the day of the event (cash, check, or money order only)
- Fees may be waived by the Library Director

Meeting Rules

- All attendees must follow the **Library's Public Behavior Policy**.
- The Director has final say over room use and fees.
- Meeting rooms may **not** be used for business solicitation or fundraising, political campaigning, illegal or hazardous activities
- Attendance must not exceed room capacity.
- Minors must be supervised at all times.
- The Library is not responsible for lost or damaged property.
- Groups may not store materials at the library without approval.

Additional Notes

Groups may not use the Library's logo, groups may not list the address of the Library as its mailing address, and rooms must be left clean and in original condition.

Policy Violations

Failure to follow these rules may result in your meeting being stopped and/or future reservations being denied.

Signature of Organization's Executive Officer/Applicant (signer): _____ Date: _____



Tupper Lake Public Library Meeting Room Application

Name of Organization:

Address: _____ Zip Code: _____ Email: _____

Purpose: _____ Topic: _____

Name of Individual Applicant:

Address: _____

Phone: _____

Email: _____

Dates Requested: _____

Room Request: (circle one) Community Room (90 people); Simmons Room (8 people)

Additional Information and request:

It is hereby understood and agreed, if this application is granted, the undersigned will assume all and exclusive responsibility for the preservation of order and the sole and exclusive liability for any injury to persons, and any damage to, or loss of property that may result from this use; and for the due observance of all regulations of the Board of Library Trustees. The organization agrees to indemnify the Library and hold the same harmless against all claims, demands, damages, costs and expenses including reasonable attorneys' fees for the defense of such claims, arising out of the organizations of the meeting room.

Also it is understood and agreed between the applicant and the Tupper Lake Public Library that the applicant has read the regulations governing the rental of the room (s) and that the condition contained therein will be observed. **If Applicable, payment is due by the day of the event (cash, check, or money order only).**

Signature of Organization's Executive Officer/Applicant: _____ Date: _____

Please address this application to: Library Director, Tupper Lake Public Library 41 Lake Street, Tupper Lake, NY 12986

Telephone: (518) 359-9421

Email: goffnelson@gmail.com

Office Use Only

CONFIRMATION OF RESERVATION

Reservation is hereby approved and confirmed of the space required as indicated above.

Payment (if applicable) \$ _____ Date Received: _____

Authorized Staff Signature: _____