

Application for use of Phyllis' Room at the Fall River Valley Library

IF SUBMITTING ONLINE PLEASE EMAIL TO LIBRARY.FALLRIVERVALLEY@GMAIL.COM

I agree with the Fall River Valley Library's rules for use of the reading room area by a recognized community group. This policy must be followed at all times.

1. A librarian must be within the premises at all times during the use of the meeting.
2. There is one person from the group "responsible" for use of this area. The area will be left clean when the group is finished using the library. At the present time, no food or drinks may be used during the meeting.
3. If the meeting goes past the closing time of the library, all lights within the library except for the light in the reading area must be turned off. "open sign" will be turned off, and all doors are locked to the public. Also, attach sign to inside of door letting other patrons know that the library is closed and that a meeting is being held. (sign in back of the application folder).
4. The librarian giving the form out must first check the Activity Calendar to make sure that the date is available for use.
5. A donation for use of the room is welcomed but not mandatory. This donation will be used to help defray the library's utility expenses.

If all of the above is agreed upon, please fill out the portion below and give it to a librarian. The application will be processed and the responsible party will be contacted. The Library Board has the right to deny application for any purpose.

Organization Applying for Use of Room: _____

Number of people expected: _____

Purpose: _____

Date of Request: _____

Time of Use: _____

Responsible Party & Phone # _____

Librarian-

Please leave this application in the workroom on the center table.