

**CLIFTON PARK-HALFMOON PUBLIC LIBRARY
APPLICATION FOR THE USE OF PROGRAM ROOMS**

The Library Program Room is available for public use consists of a main room, which can be sub-divided into four smaller rooms.

Facilities include 300 chairs /15 folding tables (6 ft.), a Kodak slide projector, a VCR/DVD equipped projection system, and a ceiling-mounted projection system. Hardwired and wireless microphones and a podium are also available. There is a \$25 charge for use of Library equipment, as per the attached "Use of Program Rooms by the Public" Policy.

The largest part of the Program Room, Room A includes a ceiling mounted screen. Screens are also available in Program Room B, Program Room C and the Piracci Board Room. The capacity for each room, without tables, is as follows: Program Room A (40), Program Room B (40), Program Room C (15) and Program Room D (15). Program Rooms A & B (115), Program Rooms C & D (30), Program Rooms A, B, C and D (300).

The Josephine L. Piracci Board Room, on the first floor of the library may also be available. Capacity for this room is for 16 chairs around a large table with room for 10-15 chairs around the perimeter.

Library sponsored programs have priority. There shall be no distribution of literature on library property either inside or outside, other than to program participants in the program room. All literature is subject to library approval.

Reservations are considered PENDING until you are contacted by a member of the Program Staff. The Contact's NAME and PHONE NUMBER will be included on the public calendar of events. The Contact must be in attendance at the meeting/program.

Program Date & Time: _____ **Total time that the room will be needed:** _____

Organization Name: _____

Program Title: _____

Contact's Name: _____

Contact's Mailing Address: _____

Contact's Daytime Phone: _____ **Evening Phone:** _____

Program Description: _____

Room Requested: (check all that are needed):

Second Floor Room A Room B Room C Room D
First Floor Piracci Board Room

Location or Description of Layout: _____

Number of Chairs: _____ **Number of Tables:** _____

Microphone Yes No If yes: Wireless (handheld OR clip-on) Wired
Podium Yes No

Audiovisual Equipment (VCR/DVD Player, Screen, Slide Projector, Data Projector): (Will you be bringing a computer?)

Anyone using the Program Room agrees to abide by the rules and regulations set forth by the Library and also agrees to assume all responsibility for injury or damage and to hold the Library harmless for any liability resulting in the course of the use of this facility. The signing of this application releases the Library from any and all liability with relation to the use of this facility.

We acknowledge receipt of a copy of the Library's policy concerning use of the Program Rooms (Policy 3.6 Revised 4/11/11) and agree to the rules therein:

Application Forms for Use of Program Rooms by the Public will be reviewed and the organization's contact person will be notified by a member of the Program Staff. The organization's contact must be in attendance at the program or meeting. Submitting an application is not a guarantee that space will be available in the Library.

Signed : _____ Title: _____

Date: _____

All requests for use of the Program and Meeting Rooms should be submitted to:

Natalie McDonough
Clifton Park-Halfmoon Public Library
475 Moe Rd.
Clifton Park, NY 12065
(518) 371-8622
FAX: (518) 371-3799

Library Hours:
Monday to Thursday 9am- 9 pm
Friday 9am- 6 pm
Saturday 9 am- 5pm
Sunday Noon- 5 pm

For Library Program Staff Use Only:

Program Coordinator _____ Approved Disapproved Date: _____
Fee for Library Equipment Use _____
Organization Notified _____