

- New Application**
- Renewal - Jan. 2 - June 30** (Please check one)
- Renewal - July 1 - Dec. 31**

Fax Application to:
631-421-7128

**APPLICATION FOR USE OF A LIBRARY MEETING ROOM
FOR VOLUNTEER TUTORS or GROUP STUDY**

Date: _____ **Name of Applicant:** _____

Requests Permission to Use the: **Main Library** **Station Branch**

Requested Room: _____ (select from list below or note "any") between the hours of _____ and _____ on (day) _____. Effective (start date) _____ until _____ (6/30) or _____ (12/31) (Please check one. Must not exceed six (6) months.)

Type of Activity: _____ LS Tutor? Yes No

Number of People in Room (Including Tutor): _____

I Understand That:

- Priority is given to participants in the Library's literacy services;
- Library etiquette requests that your activities will not disrupt the use of the Library by other patrons;
- State law prohibits the use of Library facilities for commercial or for-profit enterprises. The Library cannot approve the use of its facilities to paid tutors, teachers or group leaders;
- Because of the high demand, the Library will not be able to approve all applications;
- The Library reserves the right to make changes of the assigned space and/or approval of your request.

**I certify that the meeting space will be used only for the stated activity.
I also certify that I have read and accept the above conditions.**

Signature of Applicant _____ **Address** _____ **Telephone** _____
E-Mail Address: _____

**** PLEASE NOTE: ANY CHANGE OF TIME, DATE, OR CANCELANATION OF THIS ACTIVITY MUST BE CALLED IN TO 427-5165 EXT. 201**

Application Approved By: _____ **Director** _____ **Date** _____

FOR STAFF USE ONLY - ROOM RESERVED FOR THIS TUTOR:

- Main Library:** **Study Room** **Other**
- Station Branch:** **Literacy Room** **Corner Table** **Other**
- Community Room East** **Community Room Center** **Community Room West**

Conflict Dates (if any): _____ **ROOM WILL NOT BE AVAILABLE** Revised 10/12