

BERKSHIRE FREE LIBRARY  
12519 State Route 38 - P. O. Box 151, Berkshire, NY 13736  
Phone 607-657-4418 Email bfl@htva.net

**APPLICATION FOR USE OF MEETING ROOM**

Name of Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Alternative Contact and phone number(s): \_\_\_\_\_

Date/time requested: \_\_\_\_\_

Purpose/type of meeting: \_\_\_\_\_

We will need to use:

\_\_\_\_\_ Back meeting room

\_\_\_\_\_ Computer workstations in Library

\_\_\_\_\_ Kitchenette area (coffee maker, microwave)

\_\_\_\_\_ Zoom computer (in back meeting room)

Contact person agrees to be held liable for any damages occurring during the meeting, and will report any damages as soon as possible to the Library Director or President of the Trustees.

I have received, read and understand the Building Use Policy and agree to abide by it.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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Approved by: (Library personnel) \_\_\_\_\_

Date: \_\_\_\_\_

Key returned date: \_\_\_\_\_

Policy Approved November 16, 2021

President John Stoughton \_\_\_\_\_