



SOUTHEAST STEUBEN COUNTY LIBRARY MEETING ROOM USE PERMIT

A responsible adult must sign a copy of the Community Room/Conference Room Use Policy indicating that it has been read and understood.

Today's Date _____

Name of Group _____

Contact Person _____

Address _____

Telephone Number _____

Email Address _____

Date(s) Requested _____

Purpose of event _____

Event Start Time _____ End time _____

Time of room use (adequate for set up and clean up) _____
(All rooms must be vacated 15 minutes prior to the closing time of the library.)

Estimated number of participants _____

Will food and beverages be brought into the room? YES NO

Room Requested (circle one): Conference Room (holds 15)
Smaller Half of the Community Room (holds 30)
Larger Half of the Community Room (holds 69)
Entire Community Room (holds 99)

Tables and chairs are available for use in the Community Room. Set up and take down of chairs and tables is the responsibility of the group reserving the room. Please schedule adequate time to allow for set up and clean up time when filling out the Use Permit.

Both sides of the Laura Beer Community Room are equipped with Induction Hearing Loop Systems. Hearing Loops allow patrons with T-coil hearing aids amplified hearing capabilities. If attendees require hearing loop service, please mark below under equipment requested.

The library has a range of audiovisual equipment that may be used in the meeting room. Equipment requests must be made in advance, at the time the room is scheduled..

Library Staff will set up and take down A/V equipment for the groups. Individuals and groups using audiovisual equipment are responsible for the equipment and will be charged for necessary repairs if damage occurs. Library staff will examine all equipment prior to and after each event to ensure that it is in working order.



The library is handicapped accessible. If you require special accommodations, please call us in advance: (607) 936-3713.

Library equipment requested:

- Hearing Loop Microphone
- Projector
- Laptop Computer
- DVD player
- Screen
- Whiteboard
- Sound system
- Podium
- Microphone

I have read and understood the Community Room/Conference Room Use Policy.

Signature of Contact Person _____

Library Director Approval _____

Date of confirmation _____

ROOM EVALUATION (following use)

Date _____ Group _____ Contact person _____

Total number of participants: _____

Please Note: If vacuuming is needed after your event, groups must vacuum the space.

Library Equipment used and returned in good order:

- Projector
- Laptop Computer
- DVD player
- Screen
- Whiteboard
- Sound system
- Podium

User Comments and Initials: _____

Ending checklist:

- Chairs and tables returned to storage.
- If used, projector left PLUGGED IN.
- Miscellaneous trash put in containers.
- Floor vacuumed, if needed.
- Lights turned out.

Staff Comments and Initials: _____