



EAST HAMPTON PUBLIC LIBRARY

**APPLICATION FOR USE OF THE EAST HAMPTON
COMMUNITY ROOM, ANNEX, LIBRARY MEETING ROOM**

Date of application _____

Name of organization _____

Person responsible for program:

Name _____

Address _____

Phone (home) _____ **(cell)** _____ **(work)** _____

Alternate person to contact _____ **Phone** _____

Purpose of program _____

Date of program _____ **Start time** _____ **End time** _____

Number of people expected _____

Equipment needed:

- | | | | |
|---------------------|--------------------------|---------------------------------|----------------------|
| _____ tables | _____ podium | _____ projector screen | _____ piano |
| _____ chairs | _____ white board | _____ overhead projector | _____ easel |
| | | _____ LCD projector | _____ vcr/dvd |

Kitchen facilities (Community Room only) _____ **yes** _____ **no**

Most AV equipment must be reserved separately, subject to availability. Please arrange for this equipment at the main circulation desk.

NOTE: \$50 fee, if it applies, payable to Town of East Hampton. NOTE—ALL USERS: There is a \$5 fee to open and/or close the facility when the library is closed to the public. Payment should be made directly to the building attendant and is the responsibility of the group sponsoring the meeting.

Your printed name _____

East Hampton Public Library
105 Main Street

Your Signature _____

Phone: 860-267-6621
Fax: 860-267-4427
email: ehplct@hotmail.com

Before you give them a laptop...give them a lap