

Frank J. Basloe Library
245 North Main Street
Herkimer, N.Y. 13350
Phone: 866-1733 Fax: 866-0395 Email: Herkimer@midyork.org

WASHBURN MEMORIAL ROOM - Request for Use
*****Please Carefully Read the Rules on Page 2.*****

NAME OF ORGANIZATION: _____

ADDRESS: _____

NAME OF APPLICANT: _____ PHONE: _____

DATES REQUESTED **(LIMIT OF 3 AT A TIME. You may request another date on or after date 1.)**

Please include time for setup and cleanup.

DAY/DATE 1: _____ TIME: _____ to _____ # of people: _____

DAY/DATE 2: _____ TIME: _____ to _____ # of people: _____

DAY/DATE 3: _____ TIME: _____ to _____ # of people: _____

(Room capacity is 84 people order of Herkimer Fire Department)

PURPOSE ROOM WILL BE USED FOR: _____

WILL PARTICIPANTS BE CHARGED A FEE FOR ANY REASON? YES NO

DO YOU NEED TO USE THE KITCHEN: YES NO

DO YOU NEED TO BORROW AUDIOVISUAL EQUIPMENT: YES NO

IF SO, PLEASE LIST: _____

A donation to the library would be greatly appreciated. 100% of your group's donation will support library services. The suggested donation is \$10 per use.

I understand the rules governing the use of the Washburn Room and agree to abide by them. I/We agree that our group/organization will assume total financial responsibility for any damage caused by our group or its guests while using the library facilities and equipment.

Signature

Date

Application Received By: _____

Library Director

WASHBURN ROOM RULES OF USE

PRIORITY: The Library Board of Trustees retains the right to administer this facility and reserves first priority for all activities of the library. Second priority is retained for the use of the Washburn committee and/or directors. All other community groups are welcome and encouraged to use these facilities subject to the rules and regulations here established.

EXCLUSIONS: This facility will not be used by any group which discriminates by race, creed, color, or sex; by any group for personal gain or profit; by any group who has their own facilities except on an emergency basis. Due to laws governing state and church separation, "formal" religious services may not be conducted. Organizational and business meetings or groups affiliated with recognized religions are appropriate.

EXCEPTIONS: Groups, either public or private, business, social, or fraternal may use these facilities for profit when the following conditions are met:

- a) an exception is requested in writing and approved by the Library Board.
- b) the profit generated will not profit principally the organization requesting the facility.
- c) some worthy educational, civic, or charitable purpose will be served or a substantial group in the community will benefit.

All admissions fees are subject to approval of the Board of Trustees. The Library Board reserves the right to revoke a use permit at any time and reserves the right to amend both policy and regulations as deemed necessary.

RESERVATIONS:

- a) Reservations must be made using the Washburn Room Request for Use Form and must be signed by the Library Director or Assistant Director.
- b) Requests from adult residents of the town or village of Herkimer will be honored on a first come, first served basis.
- c) Reservations will be limited to 3 advanced bookings in order to allow the scheduling of a wide range of activities.
- d) The Board reserves the right to set aside prior reservations should educational or cultural programs become available.

RESPONSIBILITIES OF USE:

- a) Alcoholic beverages either in the building or on the grounds are subject to prior approval from the Library Board.
- a) The user is responsible for seeing the facility is left in the same state and condition in which it was found.
- b) Smoking is not permitted by Village ordinance anywhere in the Library building or grounds.
- e) The user will furnish all custodial services or contact the library staff for such services at a reasonable fee.

The Washburn facilities will be inspected by a library representative on the first work day following use. The Library Board assumes no responsibility for properties left on the premises and retains the right to impose a fee for damages, special services or custodial service if the facility is not left in a satisfactory condition.

Approved by the Frank J. Basloe Library Board of Trustees 11/2011.