

# Hudson Area Library

51 N. 5th Street, Hudson, New York 12534

hudsonarealibrary.org · 518-828-1792 · info@hudsonarealibrary.org

---

## REQUEST FOR USE OF LIBRARY FACILITIES

To: The Library Director

The \_\_\_\_\_ requests the use of Library  
(Organization)

space for \_\_\_\_\_ for \_\_\_\_\_ people on  
(Type of Activity) (Number)

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. No admission will be charged and the  
(Specify Date) (Time) (Time)

event/meeting will be open to the public.

Summary of Activity \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requests must be made at the office of the Library Director at least one week in advance of the date of the intended use and not more than three months in advance. It is understood that the undersigned will be personally responsible to see that all regulations of the Board of Trustees are observed and that the group or organization will be responsible for damage resulting from misuse of the facilities.

### LOCATION AND EQUIPMENT DESIRED

Small Meeting Room (seats approximately 15)

Community Room (seats approximately 100; maximum occupancy 175)

Number of Chairs \_\_\_\_ Number of Tables \_\_\_\_ Other needs (specify) \_\_\_\_\_

Name of person responsible \_\_\_\_\_  
(Print Name)

Signature of person responsible \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Alternate person to contact \_\_\_\_\_ Business Phone \_\_\_\_\_

-----  
Request for permission to use facilities is granted by

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date