

**MONTAUK LIBRARY MEETING ROOM RESERVATION APPLICATION**

Date of Application \_\_\_\_\_

Applicant Name (s) \_\_\_\_\_

Applicant Phone \_\_\_\_\_

Applicant email \_\_\_\_\_

Date requested \_\_\_\_\_

Time requested \_\_\_\_\_ to \_\_\_\_\_

Nature of Meeting, Program or Event:

\_\_\_\_\_  
\_\_\_\_\_

Expected attendance: Adults \_\_\_\_\_ Children \_\_\_\_\_

Select room requested: Gosman Community Room (75 max capacity)

Small Meeting Room (12 max capacity)

Recording Room (4 max capacity)

Equipment Needed: Projector \_\_\_\_\_ Podium \_\_\_\_\_ Microphone \_\_\_\_\_

Other \_\_\_\_\_

Room Setup: Number of chairs \_\_\_\_\_ Number of tables \_\_\_\_\_

Diagram: Please use back of application to draw room set up.

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*I have read and understand the attached policy and rules of the Montauk Library for use of its meeting room(s). As an authorized representative of the organization filing for this request, I guarantee compliance to these rules by all participants and specifically assure the Montauk Library be held exempt from any claims, liabilities, suits or damages arising from our use of the Library facilities. The undersigned further agrees to be responsible for payment of any royalties for the use of copyrighted materials.*

*Applicants must sign in and sign out at the front desk upon arrival and departure. Late arrival after 30 minutes may result in releasing the reservation to another applicant.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by Library Administration \_\_\_\_\_ Date \_\_\_\_\_

Email completed application to [director@montauklibrary.org](mailto:director@montauklibrary.org)