

## GUILDERLAND PUBLIC LIBRARY MEETING ROOM AGREEMENT FORM

**Helderberg Meeting Room (LARGE) \_\_\_\_\_**  
**(120 chairs – 1,550 square feet)**

**Westbrook Meeting Room (SMALL) \_\_\_\_\_**  
**(30 chairs – 625 square feet)**

*Library Hours: Monday-Thursday 9:30 a.m. – 9 p.m.; Friday 9:30 a.m. – 6 p.m.; Saturday 9:30 a.m. – 5 p.m.; Sunday 1-5 p.m.*

*July & August Hours: Monday-Thursday 9:30 a.m. – 9 p.m.; Friday 9:30 a.m. – 6 p.m.; Saturday 9:30 a.m. – 5 p.m.; Sunday Closed*

**Reservations Are Not Transferable**

**DATE OF MEETING:** \_\_\_\_\_ **SET UP TIME:** \_\_\_\_\_ **MEETING TIME:** \_\_\_\_\_ **To:** \_\_\_\_\_

**ORGANIZATION/GROUP NAME:** \_\_\_\_\_

**WRITE A BRIEF DESCRIPTION OF THE MEETING TO BE HELD:**

\_\_\_\_\_

**NUMBER OF PEOPLE:** \_\_\_\_\_ **CERTIFICATE OF INSURANCE: YES** \_\_\_\_\_ **EXEMPT** \_\_\_\_\_

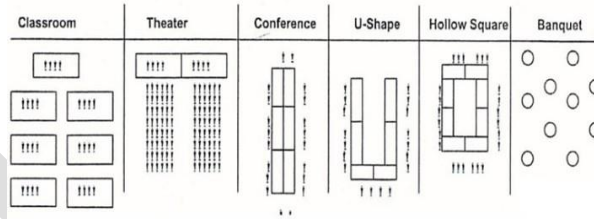
**RESPONSIBLE REPRESENTATIVE:** \_\_\_\_\_ **LIBRARY CARD # (Required):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **E-MAIL ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **ROOM SET UP REQUESTED** \_\_\_\_\_

(See diagram below. Set up style depends on size of your group)

Max Capacity	Helderberg	Westbrook
Classroom	45	12
Theater	120	30
Conference	36	12
U-Shape	36	12
Hollow Square	42	16
Banquet	48	24



Head Table with # Chairs \_\_\_\_\_  # \_\_\_\_\_ Tables for Handouts and/or Refreshments

Other \_\_\_\_\_

**TECHNOLOGY EQUIPMENT TO BE USED DURING THE MEETING:** (check below)

\_\_\_ Audio/Visual System\* \_\_\_ Blu-Ray Player/DVD Player \_\_\_ Microphone (Helderberg Room)

\*Connections to the A/V system will be HDMI or Wi-Fi \_\_\_ Assistive Hearing System

**LIBRARY EQUIPMENT TO BE USED DURING THE MEETING:** (check below)

\_\_\_ Kitchen Use (Helderberg Room) \_\_\_ Trash Can \_\_\_ Coffeemakers \_\_\_ Floor Lectern \_\_\_ Display Easel

\_\_\_ Easel with Paper \_\_\_ Piano (Helderberg Room)

**DISCLAIMER OF RESPONSIBILITY:** *The Guilderland Public Library is not responsible for damage to the property of users of the Library's meeting rooms and the Library will not store users' property or supplies. The users must agree to hold the Library blameless for any damage and/or injury to persons or property involved in the use of the meeting room.*

I certify that I have read the policy and guidelines on the PUBLIC USE OF MEETING ROOMS of the Guilderland Public Library and that the organization for which I am the responsible representative will abide by the provisions of that policy. **ADDITIONALLY BY SIGNING THIS, I AGREE TO ATTEND THE EVENT AND BE RESPONSIBLE FOR THE FACILITIES.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

In the event the Library's hours change due to inclement weather, please check local news stations, the Library website, or social media.



2228 Western Avenue, Guilderland, NY 12084

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[meetingrooms@guilderlandlibrary.org](mailto:meetingrooms@guilderlandlibrary.org)