

**Application for Use of The Pelham Public Library
Molly Hobbs Meeting Room**

On behalf of (Name of Organization) _____

I am applying to use the Pelham Public Library Molly Hobbs Room for the purpose of:

On (date) _____ from: _____ o'clock until _____ o'clock.

Estimated attendance is: _____

I have read the Molly Hobbs Room Use Regulations and I agree to assume responsibility in fulfilling the requirements outlined for the use of the room.

Signature of Applicant: _____

Printed Name of Applicant: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

Food/Drink Request: _____

Approved by: _____

Title: _____ Date: _____

Comments: _____

No Smoking or Alcohol is allowed at the library!

Before leaving: You are responsible for restoring the room to the condition in which you found it, including proper storage of furniture and equipment. You will be charged for cleaning and/or repair of any damage.

Note: When the Library closes for weather –related or other emergencies, every effort will be made to contact organizations scheduled to use the Molly Hobbs Room.

Disclaimer: Although the library will do everything reasonably in its power to accommodate your meeting, we are not responsible for errors in scheduling.