☐ **New Application**
☐ **Renewal - Jan. 2 - June 30** (Please check one)
☐ **Renewal - July 1 - Dec. 31**

Huntington Public Library

APPLICATION FOR USE OF A LIBRARY MEETING ROOM FOR VOLUNTEER TUTORS or GROUP STUDY

Date: _____ **Name of Applicant:** _____

Requests Permission to Use the: ☐ **Main Library** ☐ **Station Branch**

Requested Room:_____ (select from list below or note "any") between the hours of _____ and _____ on (day) _____. Effective (start date) _____until _____(6/30) or _____ (12/31) (Pease check one. Must not exceed six (6) months.)

Type of Activity: _____ LS Tutor? ☐ Yes ☐ No

Number of People in Room (Including Tutor): _____

I Understand That:

- Priority is given to participants in the Library's Literacy Suffolk service;
- Library etiquette requests that your activities will not disrupt the use of the Library by other patrons;
- State law prohibits the use of library facilities for commercial or for-profit enterprises. The Library cannot approve the use of its facilities to paid tutors, teachers or group leaders;
- Because of the high demand, the Library will not be able to approve all applications;
- The Library reserves the right to make changes of the assigned space and/or approval of your request.

I certify that the meeting space will be used only for the stated activity.
I also certify that I have read and accept the above conditions.

_____

Signature of Applicant **Address** **Telephone**

E-Mail Address _____

****PLEASE NOTE: ANY CHANGE OF TIME, DATE, OR CANCELLATION OF THIS ACTIVITY MUST BE CALLED IN TO 427-5165 Ext. 201**

Application Approved By: _____ _____
Director Date

****

For Staff Use Only - Room Reserved For This Tutor: Date Booked: _____

Main Library: ☐ Study Room ☐ Other

Station Branch: ☐ Meeting Room ☐ Literacy Room ☐ Corner Table ☐ Other

☐ Community Room East ☐ Community Room Center ☐ Community Room West

Conflict Dates (if any) _____ **ROOM WILL NOT BE AVAILABLE** Revised 05/07