

WEAD Library  
64 Elm Street, Malone, NY  
518 483-5251

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

Building Use Application by Non-Library Organizations or Individuals

Date(s) Desired:	Time:
Room Desired:	Expected Attendance:

Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Organization/Individual Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**NOTE:** Filling out this application does not mean that you are entitled to the use of the building. *Do not* advertise or make definite plans until the application has been approved.

**All meetings and programs must follow the Wead Library Building Use Policy**

I have read and understand the Wead Library Building Use Policy:      Yes     No

I request the use of library owned projector and/or audio-visual equipment:    Yes     No

I would like to bring light refreshments to the program/meeting:      Yes     No

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

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Library Use Only

Request approved by: \_\_\_\_\_ Date: \_\_\_\_\_

(Check One)    Library Sponsored Program     Outside Groups/Individuals