

**Rockland Public Library**  
**Application for Use of Meeting or Program Room Space**

Name of Group or Individual:

Name of Contact Person:

Type of Event:

Date:

Starting time:

Ending time:

Address of Organization or Individual:

Telephone of Organization or Individual:

Number of People Expected:

Equipment Needed:

Will Refreshments Be Served:

Special Needs:

Will a Fee Be Charged Or Donations Be Accepted:

Will a movie or other copyrighted entertainment be shown:

If yes, please attach permission to show the movie or other entertainment from the copyright owner. If it is a movie covered by the Public Performance Site License held by the Rockland Public Library, please so indicate. Note: the Rockland Public Library License does not cover showings where an admission is charged; also advertising the movie title to the general public is prohibited under the License.

Use Fee : \_\_\_\_\_ **Meeting Room space cannot be held unless payment has been received. PLEASE INCLUDE PAYMENT WITH YOUR APPLICATION.**

I/We have read, agree with, and will adhere to the guidelines set forth in the attached pages for use of the Rockland Public Library's meeting and program room space.

Signature of applicant: \_\_\_\_\_

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