

LANSDALE PUBLIC LIBRARY LYNN JANOFF COMMUNITY ROOM

301 Vine Street

Lansdale, PA 19446

Phone: 215-855-3228 Fax: 2158-855-6440

Web: www.lansdalelibrary.org Email: bookkeeping@lansdalelibrary.org

Name of Organization: _____

*Please Check One:: Non-Profit _____ (provide copy of (501(c)(3) For Profit _____ Individual Not for Profit _____

Contact Person: _____

Phone: _____ Fax: _____ E-Mail: _____

Purpose of Meeting: _____

Date of Use: _____

(weekly/monthly users may list day of week/month-i.e. "1st Monday of month")

Set-up Time: _____ Actual Meeting Time-Start: _____ Finish: _____

(The library staff is not responsible for set-up. You may arrange tables and chairs as you wish.)

The library has: WIFI, LCD Projector, Drop-down Screen, DVD player at no charge.

Advertising Information:

1. Are you looking for more participants? Yes: _____ No: _____
2. We will post supplied promotional information within the library.
3. Your meeting/event will be listed on our website calendar (www.lansdalelibrary.org).

Please list any information you would like to have on our website calendar.

Enter your name and phone number only if you want it listed.

Contact Person: _____

Phone: _____ E-Mail: _____

Additional Info: _____

Terms of Use:

(Room Size: 21' x 39'/capacity: 50 people)

1. Any community group can apply, but the decision to allow a group to use the room is left to the library director, and/or the library's board of directors.
- *2. There is a charge of \$50.00 for profit-making organizations; no charge for non-profit groups/individuals.
3. No Solicitation. You may not collect participant information. You may offer your business card/brochures.
4. Supply the library with any promotional material about your organization.
5. A Certificate of Insurance should be provided if available.
6. You must clean after your meeting, if necessary (furniture does not have to be put back in original position).
7. A kitchen is not available, but light refreshments may be served.
8. The library reserves the right to cancel your meeting/event. You will be notified as soon as possible if this should occur, and asked if you wish to reschedule, or, if applicable, be given a refund.

I agree to terms (your signature) _____