

Putnam Public Library  
Program and Study Room Use Application

Application must be completed by a responsible official of an organization desiring use of the Program/Study Room. Reservations will be made by contacting the Library.

Name of Organization \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Purpose and Nature of Organization

Civic  Charitable  Cultural  Educational  Other (specify) \_\_\_\_\_

1. I have read and will abide by the PPL Program/Study Room Use Policy and Library Use Policy.
2. I will assume responsibility for any damage to the library building, equipment, or contents resulting from my organization's use of the Community Room.
3. My organization is nonprofit, and meets for civic, charitable, cultural or educational purposes.
4. The Library subscribes to the equitable use of the Program/Study Room regardless of the beliefs or affiliations of the organizations requesting use. The use of the Program/Study Room does not constitute an endorsement by the Putnam Public Library of the organization's policies or beliefs. **All announcements, press releases, flyers and other promotional advertisements must clearly state that the meeting or program is sponsored by the above organization.**
5. The number of people attending the program or meeting must be reported to the Library for statistical purposes.
6. I understand that meetings must be concluded 15 minutes before the library closing (8 pm Monday-Thursday, 5 pm Friday, 3 pm Saturday).

Signature of Contact Person \_\_\_\_\_

Date \_\_\_\_\_