



Saratoga Springs Public Library
 49 Henry St. Saratoga Springs, NY 12866 584-7860

**Meeting Room
 Request**

<i>Date(s) of Event</i>	<i>Day of the Week</i>	<i>Actual Time Meeting Starts</i>	<i>Beginning & Ending Times – Allow for setup & cleanup</i>

Please be advised of the following:

- *Meeting room users may not enter the building prior to opening, and meetings must end 45 minutes after the library closes.*
- *Attendees should also be advised that there is a strictly enforced 2-hour parking limit in the library parking lot.*
- *Please contact us if you need to cancel your meeting.*
- *Setup of chairs and tables is the responsibility of the meeting room users, not library staff.*

Bad Weather: Please call the library for any announcements of closing due to inclement weather.

Organization: _____

Contact Person for This Meeting: _____

Contact Person Phone Number: _____

Address, City, State, and Zip: _____

(The name & number of the contact person will be made available to anyone inquiring about a meeting)

Email Address (if any): _____

Please check one of the three rooms below. **Note: The occupancy limits reflect the fire code and may not be exceeded. If you expect more people, please plan for a larger room.**

<input type="checkbox"/> Community Room 120 people maximum	<input type="checkbox"/> Susman Room 30 people maximum	<input type="checkbox"/> Glasby Room 20 people maximum
Comes With: 120 chairs-setup & breakdown by group 15 tables-setup & breakdown by group kitchen & large coffee maker platform stage (24' by 14') lectern public address system data projector & screen piano (on the stage) vacuum for cleanup	Comes With: 30 Chairs 3 Tables sink 15-cup coffee maker white board/markers tack board data projector & screen	Comes With: 20 Chairs 2 Tables sink 15-cup coffee maker white board/markers tack board data projector & screen

Additional equipment may be available. Please contact Sue Pettit at (518) 584-7860 ext. 264, fax- 584-7866 or email address: spettit@sals.edu. Please contact us 72 hours in advance of your meeting to discuss any equipment needs or connection requirements you may have. Also be aware that we may not always be able to repair equipment during your meeting.

The library provides Hearing assistance equipment for use in meeting rooms. Please help make this equipment available as needed.

Confirmed By: _____	Date Confirmed: _____
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