



## Facilities Use Request Form

The SDG Library recognizes that, in many of our communities, the Library branch facility is the only public space in which groups and individuals may gather for meetings, presentations or other programs. The SDG Library invites individuals and /or organizations to submit requests for use of the branch facility for community events or programs. Acceptance of a program topic by the SDG Library does not constitute and endorsement by the Library of the group's/individual's policies or beliefs.

The SDG Library is not responsible for promotion or leadership of programs sponsored by community/corporate groups or individuals. Priority is given to scheduling Library-initiated programming, and approval of non-Library events will be made only if there is time and space available in the facility requested. Normal Library activities must be able to continue in the branch facility during this meeting, presentation or other program.

The Library encourages individuals and groups to consider the literacy and/or information opportunities that holding an event in a Library facility offers to the public.

Contact Name / Organization:

Address:

Telephone: Email:

Name of Event:

Website Address of Organization:

Purpose of Meeting: (Please describe, and attach agenda if available; if there is a speaker, indicate subject of speech)

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

From (time): \_\_\_\_\_ To (time): \_\_\_\_\_ (includes set up/take down)

What time does the program/event actually begin? \_\_\_\_\_ And end? \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

Will posters, literature or press releases be distributed? \_\_\_\_\_ If yes, please attach a copy.

**Disclaimer (applies to non-Friends of the Library groups only):**

**I hereby agree to indemnify and hold harmless the Stormont, Dundas and Glengarry County Library Board and the United Counties of Stormont, Dundas and Glengarry from any and all actions, suits, relating to use of its facilities. Further, I agree to reimburse the SDG Library for any and all costs for repair and all damage as may be caused directly or indirectly to the facilities by such use thereof. If any organization refuses to pay for damage, the matter will be referred to legal counsel.**

\_\_\_\_\_  
Signature of applicant (all applicants must sign):

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

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OFFICE USE ONLY

Fee paid (if applicable)?

Approval from Library Administration?

Comments: