

Honeoye Public Library
Community Meeting Room Application

Name of Group

Authorized Group Representative

Phone

Address

Date of Meeting

Start Time

End Time

Estimated Attendance

_____ Video/DVD

_____ Projector

_____ Policy received/read/signed

The undersigned, on behalf of the above named organization, hereby indicates that he/she has read & agrees to comply with the Honeoye Public Library Meeting Room Policy & Guidelines. The undersigned assumes all and exclusive responsibility for the preservation of order and the sole responsibility for any injury to persons, damage to Library facility or loss of personal property that may result from this use. The Honeoye Public Library is not responsible for any materials, equipment or personal belongings left in the Library.

Date of Application

Signature of Authorized Group Representative

Date of Approval

Authorized HPL Signature

Comments /Incidents

The Honeoye Public Library does not charge for the use of the Meeting Room, but donations are greatly appreciated for the up-keep and cleaning of the space.

(6/2025)