

VILLAGE OF LANCASTER

MEETING ROOM REQUEST FORM

NAME OF ORGANIZATION:	
CONTACT NAME:	
TITLE:	
MAILING ADDRESS: (incl city, state and zip)	
DAY TIME PHONE NO.:	
EVENING PHONE NO.:	

Please list meeting date(s) and time(s):

MEETING DATES:	TIME BEGINING:	TIME ENDING:	No. of PEOPLE:
1			
2			
3			
4			
5			
6			
7			
8			

Purpose or intended use of the room by your organization: (ie. meeting, demonstration, lecture, etc.)
Will kitchen facility be required?: [<input type="checkbox"/>]No [<input type="checkbox"/>]Yes... In what capacity:

Room reservations will be accepted on the first business day of the calendar year that you are requesting. The following regulations must be observed by any organization using any of the village’s meeting rooms.

1. All windows must be closed prior to leaving premises.
2. All lights including lavatories must be turned off prior to leaving the premises.
3. The heating and cooling unit if used must be turned off prior to leaving the premises.
4. All refuse, garbage, food items, etc. must be cleaned up and properly disposed of in the trash containers provided.
5. All floors MUST be swept clean of debris from food, craft supplies etc.
6. Smoking is NOT permitted anywhere within the building.
7. Prior to using tables for arts and crafts projects a protective covering on the table MUST be in place.
8. Arts and craft supplies should not be flushed down toilets nor cleaned in bathroom sinks.
9. Use of SPRAY GLUES and SPRAY PAINTS are PROHIBITED.
10. Kitchen facilities must be left cleaned and all perishable items must be removed and disposed of properly. The Fire Department and Ladies Auxiliary have first priority to use of kitchen facilities as this building is their headquarters and meeting room facility.

The municipal building is a public building open to all organizations that will abide by the above regulations. The use of the municipal building is a privilege and village property should be respected. Any organization using meeting rooms will be held financially responsible for damages to village property. Any organization damaging village property and fails to properly notify the village clerk or does not follow the above regulations will have their future reservations revoked.

I have read and understand the above regulations and on behalf of my organization, we agree to adhere to them and it is my responsibility to notify my members of said regulations. I also understand it is the responsibility of my organization to notify the village immediately when property is damaged or found in damaged condition. I also understand that at any given time the village may cancel the room reservation to accommodate village board meetings, hearings, department or committee meetings pertaining to village business.

Signature _____
Date

RETURN TO: VILLAGE OF LANCASTER 5423 BROADWAY LANCASTER NY 14086 (716)683-2105 FAX (716)684-4830

APPROVED BY: _____ DATE: _____ LOGGED ON CALENDAR: [<input type="checkbox"/>]YES
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