

**LOWER MERION LIBRARY SYSTEM
APPLICATION FOR THE USE OF THE MEETING ROOM**

Complete, sign and return this application to the library whose meeting room you wish to use.

The undersigned respectfully requests the use of a library meeting room as indicated below:

Name of the library _____

Date(s) requested _____

Time: From _____ AM PM To _____ AM PM Total number of people anticipated _____

Describe proposed use _____

Organization or Group Name _____

Address _____

Is this a local non-profit community organization of an educational, civic, or cultural nature operating for the public good?

Please circle: Yes or No

There is no charge for the use of the meeting room but donations to the library are gratefully accepted.

I, the undersigned representative, acting on behalf of the organization, hereby release the Township of Lower Merion, its officers, agents, employees, sponsors, organizers, and all leaders assigned by them, from liability for any damage and injury to any person or thing in connection with the use of Lower Merion Library System facilities. I have read the Meeting Room Policy and understand that failure to comply with such policies by myself or any other in the organization or group may result in the temporary or permanent suspension of meeting room use privileges. The applicant further agrees that any authorized use will comply with the accessibility requirements of the Americans with Disabilities Act (see below).

Applicant's Name _____

Phone # _____ E-Mail Address _____

Applicant's Address _____

Signature of Applicant _____ Date _____

Name of Lower Merion resident who is the official group representative AND WHO WILL BE PRESENT AT ALL TIMES

Name _____

Phone # _____ E-Mail Address _____

Address _____

Based upon this request (and other requests) you will be notified if your request has been approved.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act of 1990 is federal legislation which prohibits discrimination against people with disabilities. One provision of the law mandates "reasonable accommodation." In instances where a program participant is physically unable to access a meeting room location, the sponsoring organization may be required to move the meeting to an accessible location. Fully accessible meeting rooms are available at Ardmore, Bala Cynwyd, Ludington and Penn Wynne Libraries. For additional information regarding the Americans with Disabilities Act, please consult reference materials located in the library.

Approved () Comments / Exceptions _____

Not Approved () Reason _____

Signature _____ Date _____