

**Saranac Lake Free Library
109 Main Street
Saranac Lake, NY 12983
518-891-4190**

CANTWELL & DICKERT ROOM USE REQUEST FORM

Name of Group: _____

Purpose of Meeting: _____

Responsible Person: _____ Phone No. _____

Number of people in the group: _____

Room(s) requested for use: _____

Date of meeting: _____ Time of meeting: _____

Do you need wheelchair accessibility?* ____ (y) ____ (n)

Rental Charge \$ _____

Signature _____

_____ I have received a copy of the Room Use Policy.

*Wheelchair accessibility may be limited during snow season due to snow falling off of roof. User must consult with staff prior to use during the winter.

**Saranac Lake Free Library
109 Main Street
Saranac Lake, NY 12983
518 891 - 4190
518 891 - 5931**

Cantwell & Dickert Room Use Policy

The Cantwell Community Room of the Saranac Lake Free Library may be used by recognized, local, not-for-profit, non-religious, non-political groups or organizations for educational, informational, or public service functions providing those meetings are open, free to the public, and do not involve fundraising activities other than for the Saranac Lake Free Library. (Approved by the Board of Trustees on 4/9/04)

Please leave the room in the condition that you found it. If you rearrange the room for your meeting, please put it back to the original arrangement.

Ask for directions about the heating system if required.

Before you leave:

- Turn off all of the lights.
- Check outside door carefully to make sure it is locked.
- Please remove any wet garbage you may have produced if food was served.

Rental charge must be paid upon or prior to use. We do not invoice for room use. Please ask for receipt if needed. Charges are:

Cantwell Room:

\$10 for groups of 10 or fewer
\$20 for groups of 11-50 people
\$25 for groups above 51

Dickert Room:

\$25. For groups of 12 or fewer

The key may be picked up the day of facility use and must be placed in the book bank following the meeting. For early morning meetings and on days the library is closed, the key may be picked up before closing the day before the scheduled meeting.

There is alarm activation fee of \$25.00, so please observe all posted signs.