



YEADON PUBLIC LIBRARY
809 Longacre Blvd., Yeadon, PA 19050
610-623-4090
USER REQUEST FORM

Hours of Operation — Monday-Thursday — 10:00 A.M.-8:00P.M. Friday — 10:00 A.M.-6:00 P.M.
Saturday -10:00 A.M.-5:00 P.M. Closed Sunday

Granting of Permission to use the facilities does not in any way constitute an endorsement of an individual's or group's particular beliefs or purpose by the way Yeadon Public Library, Board of Trustees, Staff or any affiliate of the Organization for consideration of requests for use of the facilities. This form must be completed in its entirety and returned to the Director as soon as possible.

Today's Date: _____ **Reservation No:** _____

(Please Print Clearly)

Name of Organization: _____

Individual/Contact Person: _____ **Email Address:** _____

Address: _____

Day Phone# _____ **Evening Phone#** _____

EVENT INFORMATION

Date Requested: _____ **Second Date Choice:** _____

Type of Event: _____

Total Expected Attendance: _____

Time of Use: (Including set-up/Clean-up): From: _____ To: _____

Food: Do you intend to serve food? **Yes** _____ **No** _____

I, as an individual or representative of a group or organization, accept responsibility of any damage or loss of library equipment incurred to the Library as result of use of library meeting space.

By signing below, I am attesting that I have read the Library's Meeting Space terms and conditions and agree to abide by all terms and conditions stated therein.

Signature: _____ **Date:** _____

Staff's Use Only:

Date Received: _____

Received By: _____

Approved By: _____ Date: _____

Terms and Conditions:

There can be no charging fees for any aspect of your Event.

Alcoholic Beverages are not allowed on premises.

Smoking is prohibited in all areas of the facility.

The Yeadon Public Library reserves the right to decline/descend use of the facility.

The Yeadon Public Library does not accept responsibility for loss or theft of articles belonging to any member of the party, or injury or accident to any person on the grounds of or in the facility, and is absolved by all liability, which may result thereof.