

PALISADES FREE LIBRARY
19 Closter Road, Palisades, NY 10964
845-359-0136 phone 845-359-6124 fax
www.palisadeslibrary.org

Meeting Room Application

Please contact Maria Gagliardi for reservation assistance: mgagliardi@rcls.org

Event Name: _____

Event Date or Dates: _____

Event Time: _____ Duration of Event: _____

Description of Event: _____

Contact Information

Name: _____

Title: _____

Organization: _____

Phone: _____

Fax: _____

Email: _____

Date event requested: _____

Advertising plans for event: _____

SET-UP TIME: _____ LEAVE THE BUILDING TIME: _____

Required Set Up (table/chair, quantity & configuration): _____

Do you need? (please circle) Screen Computer Lectern

I agree to abide by the Palisades Free Library Meeting Room Policy:

Signature

Date