



NOPL Meeting Room Reservation Form

Please fill out the form below, Print form, sign and send to:

Northern Onondaga Public Library
8686 Knowledge Lane Suite1
Cicero, NY 13039

Name: _____

Address: _____

Phone: _____

Group: _____

Location Requested (circle)

NOPL @ Brewerton 5437
Library Street, Brewerton, NY
13029 Phone: 676-7484

NOPL @ Cicero 8686 Knowl-
edge Lane, Cicero, NY 13039
Phone: 699-2032

NOPL @ North Syracuse 100
Trolley Barn Lane, N.Syracuse,
NY Phone: 458-6184

Is this a business or profit making entity? (circle)

Yes No

Date Requested _____

Time Requested _____

Our meeting rooms are available to the community for use by groups for educational and community service meetings.

The room is available for use by community groups and non-profit organizations with a \$10 security deposit.

We will take tentative reservations over the phone, but this must be confirmed within three business days by receipt of the completed reservation form and \$10 deposit.

The rooms may not be used for profit-making activities. Any use of a meeting room for classes or programs which entail a fee, tuition, or other charge or donation must have prior approval from the Director.

The rooms may not be used for personal events such as birthday parties, showers, or family reunions.

Alcoholic beverages are not permitted in the library. Smoking is not permitted in the library.

Request for the use of the rooms after the library closes must be made in advance, at the time the room request form is submitted. After hours use is limited to one hour after the library closes.

Use of the room by groups and individuals shall be at the discretion of the Library Director and the Board of Trustees of the Library. Library sponsored programs shall have first priority in all cases.

The rooms should be booked in advance and reservations shall be honored on a first come first served basis. Rooms can be booked up to two months in advance.

The room must be returned to the condition in which it was found, including returning tables and chairs to their original positions.

A \$10 deposit will be required with the submission of the written room request.

Users should note that the library is a public building and thus all meetings must be open to the public.

(There is no charge for community groups and non-profit organizations, but deposit is required.) The rooms may be used by businesses or profit-making entities for educational purposes. There is a \$25/hr. charge for this use.

The meeting room will be in a clean and neat condition when you use it. After you finish and the room is in the same condition we will return your \$10 deposit.

Please enclose a \$10 deposit.

Your Signature and acceptance of the use of the meeting room indicates your understanding of and agreement to the library's meeting room policies.

Name: _____

Signature: _____