

Ewell Free Library
13280 Broadway, Alden, NY 14004

REQUEST FOR USE OF LIBRARY/ LIBRARY MEETING ROOM

The Trustees of the Ewell Free Library understand that the library is a great resource for the Town and Village of Alden. Each request for use of the library will be thoughtfully reviewed in the context of the library's mission and Building Use Policy. Please submit your request to the Board of Trustees in a timely manner. The Board holds bi-monthly meetings.

Name of Organization _____

Contact Person _____

Phone _____

Address _____

Is the organization a non-profit? _____

Date(s) Requested _____

Time(s) _____

Area of Library Requested

_____ Lower Level Meeting Room

_____ Computer Room

_____ Media Room

_____ Other; specify _____

If approved, what will your organization be using this meeting room space for?

Where else have you held your activities?

Request Approved _____ Date _____

Request Denied _____ Date _____

Reason _____