

BANY ROOM APPLICATION

LANSDOWNE PUBLIC LIBRARY, 55 S. LANSDOWNE AVE, LANSDOWNE, PA 19050

610-623-0239 ladirector@delcolibraries.org

The Bany Room is available for non-commercial purposes only, and can accommodate no more than 60 people.

APPLICATION DATE _____

NAME OF ORGANIZATION _____

RESPONSIBLE INDIVIDUAL/TITLE _____

THIS REQUEST IS BEING MADE ON BEHALF OF A/AN:

COMMUNITY GROUP _____ NON-PROFIT _____ GOVERNMENT AGENCY _____ INDIVIDUAL _____

OTHER (please explain) _____

DESCRIPTION OF ORGANIZATION _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ EMAIL _____

AMENITIES: *Bany Room Reservations include access to the **Bany Room, chairs, tables, a podium, a TV monitor, and upon request, The Owl integrated virtual meeting device** (microphone and multiple cameras), and a **projector**. Reservations **do not include event staffing, promotions, the creation of Zoom meetings, access to the library Zoom account, or other services**. This reservation is a request for access to the space and the limited amenities listed above, only. It is the **responsibility of the requestor** to arrange an appointment with library staff, **at least one week ahead of time**, to ensure the **compatibility of their own electronic equipment** with any of the listed library's electronic equipment they arrange to use. The requestor is also responsible for arranging tables and seating according to their needs. I understand. _____*

SCHEDULING DETAILS

Requested Date of Reservation: _____. I wish to **access the room** to set up at _____.

I wish to **begin my activity** at _____. I wish to **depart the room** by _____.

Other activities may be scheduled immediately before and after your approved reservation time.

THE PUPOSE OF THIS ACTIVITY IS:

EDUCATIONAL _____ CULTURAL _____ INTELLECTUAL _____ CHARITABLE _____ ADVOCACY _____ CIVIC _____

RELIGIOUS _____ POLITICAL _____ OTHER (please explain) _____

NUMBER OF PEOPLE EXPECTED _____

EQUIPMENT NEEDED: ☐ LECTERN ☐ TABLES ☐ CHAIRS ☐ SCREEN ☐ TV MONITOR

OTHER: _____

REFRESHMENTS:

I am _____ / am not _____ requesting permission to serve refreshments.

Brief details: _____

*If serving refreshments, it is **my responsibility to bring all necessary items** such as serving **dishes, cups, napkins**, etc., and to **clean up entirely**, including any dishes, trash and food waste, leaving the room in its original condition.*

I understand _____

MAY WE SEND YOU EMAIL UPDATES ABOUT THE LIBRARY? YES _____ NO _____

PUBLICITY: You may submit an event flyer for display in our lobby.

Regardless of where published, any publicity materials for this event must:

- Not include the Lansdowne Library logo
- Clearly identify the presenting group or individual
- Include the following wording: "Presented by _____ at the Lansdowne Public Library. The library is not responsible for the content of this community-created event."
- Include the address (55 S. Lansdowne Avenue), date, and time of the event
- Publicity for repeat events may include multiple dates but must avoid inaccurate, blanket statements about scheduling (such as: 'Every Wednesday')
- Not link to the library's website or other internet presence (link to your own site instead)

REGISTRATION: If your event requires registration, you must provide the link (or other means of registration) via email (to ladirector@delcolibraries.org) **and** alert the library director by phone to ensure your email was received.

*Failure to follow **all** of these guidelines could impact your ability reserve the Bany Room in the future. I understand _____*

I HAVE READ THE MEETING ROOM POLICY AND I AGREE TO COMPLY WITH IT.

APPLICANT SIGNATURE: _____

*** APPLICATIONS WILL NOT BE APPROVED MORE THAN TWO (2) MONTHS BEFORE THE EVENT DATE.**

☐ Approved ☐ Denied

Date Director

Library Use Notes: _____

_____ Rev 5/2026

Library Hours: Mon-Thurs 9am-7pm / Wed 9am-8pm / Fri 9am-6pm / Sat 10am 5pm / Sun closed