Auburn Public Library

369 Southbridge Street ▪ Auburn MA 01501 ▪ 508-832-7790

Merriam Room Application
A separate form must be completed for each request
Please be sure to **complete all sections**. Failure to do so will delay the processing of your application.

Date of Application	Name of Group / Organization	Organization's Website	
Meeting Day	**Meeting Date**	**Meeting Time** Be sure to allow sufficient time for set up and break down/cleanup of room Beginning _____ End _____	**Anticipated Number of Attendees**

Applicant

Name (please print)	Relationship to the Group or Organization
Address	
Telephone	**Email**
Library Card Number	

Publicity:
***Will there be printed literature or advertising related to this meeting? (circle) **Yes No**
If **Yes,** please provide a hard copy or web link to materials or information circulated to the public or your organization regarding the meeting. *Failure to do so will delay the processing of your application.*

Equipment Needed

Podium	Speakers	Laptop	Other
Yes No	Yes No	Yes No	

Applicant's Responsibilities

- The equipment will be placed in the room for you. However, it is not the responsibility of the library staff to set up or return arrangement of furniture and equipment
- Groups are responsible for arranging tables and chairs as they desire, and for returning the room to its original order and in a clean and neat condition before leaving
- If you need assistance and staff is available, they may be able to assist you
  - Meetings must end fifteen minutes prior to the library's closing time
  - All participants must vacate the building by closing time
  - Meetings are not permitted when the Library is closed

****

I hereby certify that I have read the Merriam Room Reservation Policy and that
I will comply with all of the requirements specified in the Policy.

Signature of Applicant: _____Date: _____

Approved | **Library Director:** _____Date: _____

All efforts will be made to contact you regarding your registration within three days of submitting your application. Jc 10/15