

KENNEBUNK FREE LIBRARY  
MEETING ROOM RESERVATION APPLICATION

The Kennebunk Free Library provides meeting space to individual community members and to community and non-profit groups for meetings that are educational, intellectual, cultural, charitable, civic, or recreational in nature. The use of the meeting room shall be in accordance with all Library policies and procedures.

This form should be filled out, signed, and returned to the Kennebunk Free Library in any of the following manners:

- Fax: 207-985-4730
- Email: [reservations@kennebunklibrary.org](mailto:reservations@kennebunklibrary.org)
- Mail: 112 Main Street  
Kennebunk, ME 04043

➤ **Contact Information**

Name of Individual/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Other organizations affiliated with this request, if any: \_\_\_\_\_

Non-Profit? Yes\* \_\_\_\_\_ No \_\_\_\_\_ If yes, please attach proof of status

➤ **Meeting Information**

Date of Meeting \_\_\_\_\_

Time Need (include set up and take down time) \_\_\_\_\_

Description/Purpose of Meeting \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_ (Note: Fire Code limits to 35)

Refreshments Served? Yes \_\_\_\_\_ No \_\_\_\_\_

Please complete both sides of this application

➤ Room Set Up: Please draw a diagram in the space below if you would like the room set up a certain way. There are six 6' long rectangular tables, each fitting up to 7 chairs, that may be available if requested. A podium, projector, microphone, and screen are also available.

Equipment Required?    Yes \_\_\_\_\_    No \_\_\_\_\_

If so, what? \_\_\_\_\_

Hourly Room Charge (Check rate that applies):

_____	For-Profit Groups:	\$25.00 for 2 hours
_____	Individuals:	\$25.00 for 2 hours
_____	Non-Profits:	\$20.00 for up to 2 hours, \$10.00/hour for each additional hour or part thereof <sup>1</sup>
_____	Tutoring:	Free of Charge (provided that no fee is charged)

**I have read the Meeting Room Use Policy and the Meeting Room Use Procedures, a copy of which I have received. My request to use the Library's meeting room is based on my full understanding and acceptance thereof. If this application is approved, I will assume personal responsibility and/or have authority to bind my organization for use of the meeting room, as outlined in said policy and procedures.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

<b>Library Use Only:</b>	
Approved _____	
Rejected _____	
Date: _____	Signature: _____ Library Director
Deposit _____	Paid in Full _____
Notified Contact? _____	Date of Notification: _____

<sup>1</sup> May be waived at the Library Director's discretion.