



Year: \_\_\_\_\_

Name of Organization/Group/Town Department \_\_\_\_\_

Cub Scout Pack / Den # \_\_\_\_\_ Boy Scout Troop / Den # \_\_\_\_\_ Girl Scout Troop # \_\_\_\_\_ Other \_\_\_\_\_

## APPLICATION FOR MEETING ROOM USE

### Maximum Occupancy:

Groups using the Meeting Room should park in the town parking lot at the corner of Pierce and Hudson Streets.

Conference Room: 20. Meeting Room: 48 with tables. 100 chairs only. Children's Program Room: 53.

	Date	Reserved Room (circle one)	Meeting Purpose	# people expected	Start Time (include set-up time)	End Time (include clean-up time)
1		Conference • Meeting • Children's Program				
2		Conference • Meeting • Children's Program				
3		Conference • Meeting • Children's Program				
4		Conference • Meeting • Children's Program				
5		Conference • Meeting • Children's Program				
6		Conference • Meeting • Children's Program				
7		Conference • Meeting • Children's Program				
8		Conference • Meeting • Children's Program				
9		Conference • Meeting • Children's Program				
10		Conference • Meeting • Children's Program				
11		Conference • Meeting • Children's Program				
12		Conference • Meeting • Children's Program				

**I have read the Library's Meeting Room Procedures and agree to comply.**

*This application must be returned to the library at least 24 hours before first program date.*

Please Note: only 2 people from a group may reserve the rooms. If the public requests information we will refer them to you.

Contact Person 1 (please print): \_\_\_\_\_

Contact Person 2 (please print): \_\_\_\_\_

Contact Person 1 Signature: \_\_\_\_\_

Contact Person 2 Signature: \_\_\_\_\_

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

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

email: \_\_\_\_\_

email: \_\_\_\_\_

**Adult Rooms: please wash tables, fold tables, and stack chairs.**

**Children's Program Room: Please wash tables, and sweep rug and floor when done.**

**AV Equipment:** portable projection screen, projector for computer, microphones, hearing-impaired audio devices.

**In Meeting Room:** permanent projection screen. **In Conference Room:** whiteboard. **(No AV support is available.)**

**Adjacent Kitchen:** refrigerator, sink, microwave, electric kettle, coffee maker, 18-55 cup coffee urn.

Hours of Operation: Monday 12:00 – 8:30, Tuesday - Wednesday 9:30 – 8:30, Thursday - Saturday 9:30 – 5:00