

APPLICATION FOR MEETING ROOM USE

For Adult meetings, please call Circulation Services at 508-393-5025, x6.

For Children’s programs, please call Children’s Services at x4. If they have no availability, please call Circulation and ask to reserve a meeting room.

Maximum Occupancy:

Groups >50 people must make separate parking arrangements. Extra parking available at Hudson & Pierce Streets.

Conference Room: Total = Maximum 26 people: seats 14 around large table & 12 more at sides of the room.

Meeting Room: Total = Maximum 100 for a lecture. 48 people if sitting at tables; 8 tables seating 6 each.

Children’s Program Room: Total = Maximum 53 people in room. 32 people if sitting at tables; 8 tables, 32 chairs.

	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 and Conference Room Policies and Procedures,” and agree to comply.

- Please return this application to the Library at least 24 hours before the 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: _____

Meeting Rooms: When done, please wash tables, move tables to walls, and stack chairs.

Children’s Program Room: When done, 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.

www.northboroughlibrary.org ■ 34 Main Street, Northborough, MA 01532

Hours: Monday 12-8:30 p.m., Tuesday–Thursday 9:30-8:30 p.m., Friday & Saturday 9:30-5 p.m.

Phone 508-393-5025, Fax 508-393-5027