

# Marlborough Public Library

## Application for Meeting Room Use

### Meeting Information:

Name of Organization or Group: \_\_\_\_\_

Is your organization a   NONPROFIT \_\_\_\_\_  FOR PROFIT \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Alternate Date: \_\_\_\_\_

Purpose or Function of Meeting: \_\_\_\_\_

Number of People expected to attend: \_\_\_\_\_

### Room Requirements:

#### Room Needed:

\_\_\_\_\_ Bigelow Auditorium (Maximum capacity 70)

\_\_\_\_\_ Story Hour Room (Maximum capacity 29)

#### Room Arrangement:

\_\_\_\_\_ Auditorium Style (Chairs arranged in rows facing screen or stage)

\_\_\_\_\_ Conference Style (Tables and chairs arranged in a square)

\_\_\_\_\_ Class Room Style (Table and chairs arranged in rows facing screen)

\_\_\_\_\_ Other Please describe: \_\_\_\_\_

#### Equipment Needed:

\_\_\_\_\_ VCR/DVD Player

\_\_\_\_\_ Computer Projector

\_\_\_\_\_ Overhead Projector

\_\_\_\_\_ Piano (additional fee required)

### Contact Information:

Contact Name (please print): \_\_\_\_\_

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

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

I have read the Library's rules and regulations, and my organization agrees to use the room in accordance with those rules and regulations.

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

Office Use Only

Confirmed \_\_\_\_\_

Paid \_\_\_\_\_