

HW Library Meeting Rooms Application

This application may be printed and submitted by fax to 978-468-5535

To apply for the use of the library's meeting rooms:

First, read the meeting room policy & Guidelines to ensure that your organization is eligible to use the library meeting rooms.

Second, either submit this form in person, by mail or by fax (978-468-5535) to the attention of Julie Preston. We will then review the dates and get back to you as soon as possible regarding the availability.

Date of application: _____

Dates requested: Date Meeting start time Meeting end time

1st Choice _____

2nd Choice _____

OR Consecutive dates: _____

Name of organization: _____

Authorized representative: _____

Please Print

Authorized representative _____

Signature

Purpose of meeting/workshop: _____

Type of organization: Educational _____ cultural _____ civic _____

Municipal _____ Other (please explain) _____

Purpose of the organization: _____

Daytime phone number: _____

E-Mail address: _____

Complete address: _____

Light refreshments: will be served _____ -or- will not be served _____

Approximate number of people attending: _____

Any audiovisual or other items you are requesting from the library:

Number of tables and chairs your group may need: _____

The library is not responsible for setting up tables and chairs. We suggest that if you require a certain number of tables and chairs, or have any other special requirements, that you come to the library early to arrange the room according to your needs.

I certify that I _____ (your name) am an officer of

_____ Organization and have read and agree to abide by and uphold all policies and regulations governing the use of library premises or equipment. I understand that all meetings held at the Library must be free and open to the public. I understand that library and municipal functions have priority over meeting room use, and I agree to leave the room as it was found and to end the meeting promptly to ensure all participants vacate the room by 8:00 p.m.

This use of this room is not officially confirmed until you have heard back from the library.

Staff use only:

Meeting Room 1 ___ Meeting Room 2 ___ Children's Program Room ___

Local History _____

Wall between rooms needs to be put up? Yes _____ No _____

Wall between library and meeting rooms needs to be put up? Yes ___ No ___

Permission has been granted to stay beyond 8:00 pm ___ by _____
Librarian