

## Hamilton-Wenham Meeting Rooms Application

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

First, read the Meeting Room Policy and Guidelines to ensure that your organization is eligible to use the Library meeting rooms and you and your organization can agree to the policy.

Second, submit this form in person, by mail, by fax to 978-468-5535, or by email to [rshea@hwlibrary.org](mailto:rshea@hwlibrary.org). We will review the application and the dates and get back to you as soon as possible regarding availability.

Date of application: \_\_\_\_\_

Dates requested:

1<sup>st</sup> choice date: \_\_\_\_\_ Time: \_\_\_\_\_

2<sup>nd</sup> choice date: \_\_\_\_\_ Time: \_\_\_\_\_

OR consecutive dates and times:

\_\_\_\_\_  
\_\_\_\_\_

Name of organization: \_\_\_\_\_

Authorized representative: \_\_\_\_\_  
(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: \_\_\_\_\_

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

Complete mailing address: \_\_\_\_\_

\_\_\_\_\_

Light refreshments  will  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 early to arrange the room according to your needs.

I hereby 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 the Library premises and equipment. 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 Monday through Thursday, Friday by 5:00 and Saturday by 4:00.

The use of the room is not officially confirmed until you have heard back from the Library.