

MEETING ROOM APPLICATION

Athol Public Library

Approved May 17, 2017

Library meeting rooms are available to non-profit groups and organizations according to the Athol Public Library Meeting Room Policy. The meeting rooms are available for public meetings of a civic, cultural, or educational character, but not for social gatherings, entertainments, dramatic productions, or for money-raising or commercial purposes excepting those sponsored by the library.

Application date _____

Name of organization/group _____

Please check the category that best describes your organization

___Town Department ___Community Group ___Educational Institution ___Government ___Nonprofit

Contact person _____

Telephone _____ Email _____

Fax _____

Date of program _____ Hours of program _____

Room requested

1. _____ Conference Room (capacity 24)
2. _____ Small Program Room (capacity 52)
3. _____ Large Program Room (capacity 63) with kitchen
4. _____ Combined Small/Large Program Room (capacity 115)

Purpose of function _____

Anticipated group attendance _____

Has read the Meeting Room Policy and agrees with conditions _____

As an authorized adult representative of the above organization, I hereby apply for the use of the meeting room as stated in the policy. I have read the policies and rules governing the use of the meeting room facilities and agree that they will be carefully observed. If a meeting is cancelled, I agree to notify the library as far in advance as possible.

Signed _____ Date _____

Equipment needed : Multimedia projector ___ 16 mm projector ___ Slide projector ___

Signed: _____ Date: _____

For library use only:

Staff member taking application _____

Approved _____ Denied _____

Added to Library Insight _____ Date _____

Afterhours request _____ Willing to pay \$25/hr fee _____