

Woods Memorial Library Meeting Room Request Form

Name of Organization: _____

Date of Request: _____

Group Contact Name: _____

Group Contact Phone: _____

Group Contact Email: _____

Estimated Number of Attendees: _____

Will refreshments be served? ☐ Yes ☐ No

The meeting room will be selected by the Adult & Technical Services Librarian depending on the number of attendees expected and availability status of the rooms. The meeting rooms available are:

The Carroll-Healy Room - located adjacent to the children's room; seats 8 comfortably.

The Multipurpose Room - located adjacent to the children's room; seats 20 comfortably.

Allen Hall - located on the 2nd (top) floor of the library; can hold a maximum of 100 people.

PLEASE NOTE: The meeting rooms **must be vacated fifteen minutes before the library is closed.** The library hours are as follows:

Tuesday from 2 - 8 p.m.
Wednesday and Thursday from 10 a.m. - 8 p.m.
Friday from 2 - 5 p.m.
Saturday from 10 a.m. - 1 p.m.

<u>Meeting Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Meeting Date</u>	<u>Start Time</u>	<u>End Time</u>
___/___/___	_____	_____	___/___/___	_____	_____
___/___/___	_____	_____	___/___/___	_____	_____
___/___/___	_____	_____	___/___/___	_____	_____

By signing this application, I acknowledge that I have read the Meeting Room Use Policy and have made a request for the use of space at the Woods Memorial Library based on full understanding and acceptance of this policy. If this request is approved, I shall be responsible for any and all damage caused to the library building, the premises, and the library equipment and other personal property, whether said damage is negligently or willfully caused as a result of our use of the meeting room.

Signature

Print

Date

FOR LIBRARY PERSONNEL USE ONLY

☐ Meeting Room Request Approved

Modifications or restrictions, if any:

☐ Meeting Room Request Disapproved

Adult & Technical Services Librarian

Date

Library Director

Date