



Community Space Reservation Request Form

Please submit a separate form for each meeting date.

Applicant and Event Information	Group Information
Name:	Group Represented:
Phone:	
Email:	
Room reservation date requested:	Group Mailing Address:
Expected attendance:	
Time of setup:	Group is (check one): Non-Profit: _____ Municipal: _____ Other (define): _____
Start time of event:	
Time of departure:	
Program description and event/program contact information: (All descriptions will be published on the library's online Calendar of Events):	
Event will require the following: <input type="checkbox"/> Projection Screen <input type="checkbox"/> Podium <input type="checkbox"/> White Board	
Use of Library equipment requires staff approval at time of booking.	

Room Request

Please Note: The Library will not be responsible for the arrangement of tables and chairs. Groups are required to set the room up as needed. Please discuss with staff if assistance is needed.

Please initial that you have read & acknowledged this statement: _____

- Community Room:** seats 100-125
- Large Meeting Room:** seats 50-75
- Small Meeting Room:** 30-40
- Friends' Room:** seats 10
- Children's Classroom:** seats 24

- Historic Conference Rooms:**
 (for library & municipal department use)
- Large:** seats 12-18
 - Small:** seats 6
 - Historic Conference Suite:** seats 20