

ROXBURY PUBLIC LIBRARY
Application for use of a Library Meeting Room

Name of Organization _____ Date of Application _____

Purpose or function of organization _____

Purpose or function of meeting _____

Estimated attendance per meeting _____

Applying for: _____ large meeting room capacity = 100 people
 _____ small conference room capacity = 10 people
 (available only during business hrs.)

Equipment needed other than tables and chairs _____

Applicant name _____

Applicant Roxbury Library Card number _____

Applicant e-mail address _____

Applicant address _____

Applicant telephone number (daytime) _____ (evenings) _____

Please specify **actual calendar dates** and use **one line per date** requested-

Calendar Date	Hour-Begin	Hour-End	Topic	Speaker

Please use other side for additional dates

PLEASE COMPLETE & RETURN APPLICATION TO THE FRONT DESK.
YOU WILL RECEIVE A CONFIRMATION OF YOUR REQUEST.

I have **READ AND TAKEN** the Library Board's "Meeting Room Policy" and agree to abide by it. I understand and agree that if this application is approved, I assume responsibility for: any payment due to the Roxbury Public Library; the preservation of order; liability for any damage to or loss of property that may result from this use; and the due observance of all regulations of the Library Board of Trustees. I also understand that in case of any emergency, it is my responsibility to determine whether or not the event should be canceled and if this is so, to notify the Library before 5:00pm on the day of the scheduled meeting. I also understand that the Roxbury Public Library cannot provide janitorial services for setting up or taking down furniture, exhibits, or other equipment.

Signature of Applicant _____

Use for additional dates:

Calendar Date	Hour-Begin	Hour-End	Topic	Speaker

Application received date _____ by Library Secretary _____

Application approved Date _____ by Library Director _____

Forward to Board of Trustees? ___ no ___ yes

Board approval date _____ Board Notes _____