

APPLICATION FOR USE OF THE BELMONT PUBLIC LIBRARY

MEETING ROOMS

Permission is hereby requested for use of a meeting room and other equipment as noted below. The person signing this request has read the library's POLICY AND REGULATIONS FOR USE OF THE BELMONT MEMORIAL LIBRARY MEETING ROOMS and pledges the cooperation of the organization he/she represents. The signer assumes personal responsibility for discipline and reasonable care of the meeting room and equipment and furnishings therein during the organization's use of the room. Neither the Board of Trustees, the library nor the Town of Belmont will be responsible for injury of persons or property while the building and grounds are used by any group.

Organization making this request:

Room wanted: FLETT MEMORIAL CONFERENCE ROOM (capacity 15-20) _____

ASSEMBLY ROOM (90-100) _____

Date of meeting: _____ between the hours of _____ and _____

Purpose for which use is requested:

Number of people expected:

Equipment needed: (table, chairs & their arrangement; projector, VCR player, etc.)

For the Assembly Room only: is permission requested to use the kitchen to serve light refreshments?

If yes, equipment needed:

Signature of representative:

Position in organization:

Address:

Phone number:

This application must be submitted at least seven (7) days before the scheduled event and, when applicable, be accompanied by a check as specified in the Policy and Regulations. Cancellations must be made at least twenty-four (24) hours in advance of a scheduled meeting.

Permission granted: Date _____

By _____

Belmont Public Library