

**BELMONT** Meeting  
**PUBLIC** Room  
**LIBRARY** Application

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 Meeting Rooms* (<https://belmontpubliclibrary.net/about/policies/meeting-room-policy>) 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.

Title of organization making request:

Primary contact

Name:

Telephone:

Address:

Email:

Room requested:

- Flett Memorial Conference Room (capacity: 15-20)
- Assembly Room (capacity: 90-100)

Desired meeting date and time (please provide more than one date if possible):

Purpose for which use is requested. Please provide a description of the program:

Anticipated number of attendees:

Room set up and audiovisual requirements (please see page 2)

Signature of representative:

\_\_\_\_\_ Date \_\_\_\_\_

*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 by: \_\_\_\_\_ Date \_\_\_\_\_  
Belmont Public Library

## Room Set up and Audiovisual Requirements

### *Tables and chairs.*

Number of desired tables (0-8):\_\_\_\_\_

Number of desired chairs (0-80):\_\_\_\_\_

Description of desired arrangement:

*Audiovisual equipment.* The following AV equipment is available for use during the duration of the requested program. Please note that this equipment is available on a first come, first served basis. **It is the responsibility of the organization to be familiar with the set up and use of the Library's AV equipment.** If necessary, the Library can provide a brief training session prior to the program. Please give at least two weeks' advance notice if training is necessary.

Please indicate on the list below which AV equipment you would like to use:

- Projector;
- Projector remote (for use with Power Point presentations);
- Laptop;  
\*if using your own laptop, please provide a brief description of the make and model to ensure we include the appropriate hookups for the projector
- Microphone;
- Sound system (if, for example, your presentation includes video clips or other audio).

*For the Assembly Room only.* Is permission requested to use the kitchen to serve light refreshments?

- Yes
- No