



Permission is hereby requested for use of a room and other equipment as noted below. The person signing this request has read the Rental Room Policy (<https://belmontpubliclibrary.net/visit/services/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.

Title of organization making request:

Primary contact

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Room requested:

- Morrissey Hall (capacity: 150)
- Waverly Oaks (capacity: 20-25)
- Claflin Room (capacity: 30-40)

Rental requests will be considered for Friday, Saturday or Sunday evenings after 5pm, Sunday mornings, holidays, and other time when the library is closed to the general public.

Desired date, start, and end times (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 (30) 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 (21) days in advance of a scheduled rental for a full refund or 14 days in advance for a 50% refund.*

Permission granted by: \_\_\_\_\_ Date \_\_\_\_\_  
Belmont Public Library Room Set up and Audiovisual Requirements

*Tables and chairs.*

Number of desired tables (0-20): \_\_\_\_\_

Number of desired chairs (0-100): \_\_\_\_\_

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 presentations);
- Please provide a brief description of the make and model of your laptop to ensure we include the appropriate hookups for the projector
- Microphone;
- Sound system (if, for example, your presentation includes video clips or other audio).
- Television



*For Morrissey Hall only.* Is permission requested to use the kitchen to serve light refreshments?

- Yes
- No

Will the event be catered?

- Yes
- No

If so, please provide the vendor information and insurance.

Will there be alcohol?

- Yes
- No

If yes a liquor license will be required and presented to the Library no later than 1 week before the event.

I have read through the Rental Room Policy and provided all the necessary information within this application. I understand that I am responsible for any damages incurred in the room I've rented, and that the Library is not held responsible for any loss or damage to personal property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_