Hamilton-Wenham Meeting Rooms Application

To apply for the use of the Library's meeting rooms:

First, read the Meeting Room Policy and Guidelines to ensure that your organization is eligible to use the Library meeting rooms and you and your organization can agree to the policy.

Second, submit this form in person, by mail, by fax to 978-468-5535, or by email to rshea@mvlc.org. We will review the application and the dates and get back to you as soon as possible regarding availability.

Date of application: _____

Dates requested:
1st choice date: _____   Time: _____

2nd choice date: _____   Time: _____

OR consecutive dates and times:

_____

_____

Name of organization: _____

Authorized representative: _____
(Print)

Authorized representative: _____
(Signature)

Purpose of meeting/workshop: _____

Type of organization: [ ] Educational   [ ] Cultural   [ ] Civic   [ ] Municipal

[ ] Other (please explain) _____

Purpose of the organization: _____

_____

Daytime phone number: _____

Email Address: _____

Complete mailing address: _____

_____

Light refreshments   [ ] will   [ ] will not   be served.

Approximate number of people attending: _____

Any audiovisual or other items you are requesting from the Library: _____

_____

Number of tables and chairs your group may need: _____

The Library is not responsible for setting up tables and chairs. We suggest that if you require a certain number of tables and chairs, or have any other special requirements, that you come early to arrange the room according to your needs.

I hereby certify that I _____ (your name) am an officer of

_____ (organization) and have read and agree to abide by and uphold all policies and regulations governing the use of the Library premises and equipment. I understand that Library and Municipal functions have priority over meeting room use, and I agree to leave the room as it was found and to end the meeting promptly to ensure all participants vacate the room by 8:00 Monday through Thursday, Friday by 5:00 and Saturday by 4:00.

The use of the room is not officially confirmed until you have heard back from the Library.