

Name of Organization/Group/Town Department \_\_\_\_\_ Year \_\_\_\_\_  
 Cub Scout Pack / Den # \_\_\_\_\_ Boy Scout Troop / Den # \_\_\_\_\_ Girl Scout Troop # \_\_\_\_\_ Other \_\_\_\_\_

## APPLICATION FOR MEETING ROOM USE

Please call the Checkout Desk, x6, to reserve the Conference Room (seats 20) or the Meeting Room (seats 100)  
 Please call the Children’s Room, x4, to reserve the Children’s Program Room (seats 35)

After reserving room, application must be returned to the Library at least 24 hours before program date.

	Date	Reserved Room (circle one)	Meeting Purpose	# people expected	Start Time (include set-up time)	End Time (include clean-up time)
1		Conference • Meeting • Children’s Program				
2		Conference • Meeting • Children’s Program				
3		Conference • Meeting • Children’s Program				
4		Conference • Meeting • Children’s Program				
5		Conference • Meeting • Children’s Program				
6		Conference • Meeting • Children’s Program				
7		Conference • Meeting • Children’s Program				
8		Conference • Meeting • Children’s Program				
9		Conference • Meeting • Children’s Program				
10		Conference • Meeting • Children’s Program				
11		Conference • Meeting • Children’s Program				
12		Conference • Meeting • Children’s Program				

I have read the Library’s “Meeting Room and Conference Room Policies and Procedures,” and agree to comply.  
 (If the public requests information we will refer them to you. Limit 2 contact people per group.)

Contact Person 1 (please print): \_\_\_\_\_  
 Contact Person 1 Signature: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 email: \_\_\_\_\_

Contact Person 2 (please print): \_\_\_\_\_  
 Contact Person 2 Signature: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 email: \_\_\_\_\_

**Meeting Room Furnishings:** 8 folding tables; 120 chairs; permanent projection screen

**Conference Room Furnishings:** 1 table seating 12; 20 chairs; whiteboard.

**Adjacent Kitchen:** refrigerator, sink, 18-55 cup coffee urn. Does not include stovetop, oven, or microwave.

**Available AV Equipment:** portable projection screen, overhead projector, slide projector, LED projector for DVDs & computer hook-up, TV, VCR, DVD player, microphones, hearing-impaired audio devices, extension cords. (No AV support is available.)

**Children’s Program Room:** 8 child-size tables with 32 chairs; bubbler, sink, microwave, small refrigerator.

**Please wash tables, and sweep rug and floor when done.**

### Northborough Free Library, NorthboroughLibrary.org

34 Main Street, Northborough, MA 01532, Phone 508-393-5025, Fax 508-393-5027

Hours: Mon 12-8:30, Tue–Wed 9:30-8:30, Thu–Sat 9:30-5