

Name of Organization/Group/Town Department _____

Year _____

APPLICATION FOR MEETING ROOM USE

For Adult meetings, please call the Main Desk at 508-393-5025, x6.

For Children's programs, please call Children's Services at x4. If they have no availability, please call the Main Desk and ask to reserve a meeting room.

Maximum Occupancy:

Groups >50 people must make separate parking arrangements. Additional parking is available at Hudson & Pierce Streets.

- **Conference Room:** Total = Maximum 26 people. Seats 14 around large table & 12 more at sides of the room.
- **Meeting Room:** Total = Maximum 100 for a lecture. 48 people if sitting at tables; 8 tables seating 6 each.
- **Children's Program Room:** Total = Maximum 53 people in room. 32 people if sitting at tables; 8 tables, 32 chairs.

	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.

- Please return this application to the Library at least 24 hours before the first program date.
- Please Note: Only 2 people from a group may reserve the rooms. If the public requests information we will refer them to you.

Contact Person 1 (please print): _____ **Contact Person 2** (please print): _____
Contact Person 1 Signature: _____ **Contact Person 2 Signature:** _____
Telephone: _____ **Telephone:** _____
Email: _____ **E mail:** _____

Meeting Rooms: When done, please wash tables, move tables to walls, and stack chairs.

Children's Program Room: When done, please wash tables, and sweep rug and floor when done.

- AV Equipment: Portable projection screen, projector for computer, microphones, hearing-impaired audio devices.
- In Meeting Room: Permanent projection screen. In Conference Room: whiteboard. (No AV support is available.)
- Adjacent Kitchen: Refrigerator, sink, microwave, electric kettle, coffee maker, 18-55 cup coffee urn.

www.northboroughlibrary.org ▪ 34 Main Street, Northborough, MA 01532

Hours: Monday 12-8:30 p.m., Tuesday-Wednesday 9:30-8:30 p.m., Thursday-Saturday 9:30-5:00 p.m.
Phone 508-393-5025, Fax 508-393-5027