

ROXBURY PUBLIC LIBRARY
Application for use of a Library Meeting Room

Name of Organization _____ Date of Application _____

Roxbury Township Organization (check) yes _____ no _____

Is this a non- or not-for-profit organization? (check) yes _____ no _____

Purpose or function of organization _____

Purpose or function of meeting _____

Estimated total attendance per meeting _____ Estimated Roxbury Residents _____

Applying for: _____ large meeting room, capacity = 100 people
 _____ small conference room, capacity = 10 people
 (available only during Library hrs.)

Equipment needed other than tables and chairs _____

Applicant name _____

Applicant Roxbury Library Card number _____

Applicant e-mail address _____

Applicant address _____
 Mailing address (if different) _____

Applicant telephone number (daytime) _____ (evenings) _____

Calendar Date	Hour-Begin	Hour-End	Topic	Speaker

Please use other side for additional dates

**PLEASE COMPLETE, SIGN & RETURN APPLICATION TO THE FRONT DESK.
 YOU WILL RECEIVE A CONFIRMATION OF YOUR REQUEST.**

I have **READ AND TAKEN** the Library Board's "Meeting Room Policy" and agree to abide by it. I understand and agree that if this application is approved, I assume responsibility for: any payment due to the Roxbury Public Library; the preservation of order; liability for any damage to or loss of property that may result from this use; and the due observance of all regulations of the Library Board of Trustees. I understand that it is my responsibility to notify the Library immediately in the event of cancellation. I also understand that the Roxbury Public Library cannot provide janitorial services for setting up or taking down furniture, exhibits, or other equipment.

Signature of Applicant _____ Date _____

Use for additional dates:

Calendar Date	Hour-Begin	Hour-End	Topic	Speaker

Application received date _____ by _____

Application approved Date _____ by Library Director _____

Forward to Board of Trustees? ___ no ___ yes

Board approval date _____ Board Notes _____