

Application for Use of Meeting Room

This form must be submitted before the time will be reserved on the calendar.

DATE OF MEETING			
Date			Regular Library Hours Monday–Thursday: 9:00 a.m. to 9:00 p.m. Friday & Saturday: 9:00 a.m. to 5:00 p.m. Sundays: 12:00 noon to 4:00 p.m. <i>Closed Sat. and Sun. in July & August</i>
Hours	From _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	To _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
Program Topic			
ORGANIZATION INFORMATION			
Organization Name			
President or Head		Telephone #	
Address			
Authorized Officer Making Application		Telephone #	
Address			
FEE INFORMATION <i>(Fees must be included when the application form is submitted)</i>			
<input type="checkbox"/>	Randolph-based nonprofit organization: No charge	_____	
<input type="checkbox"/>	Adult education school: Fee to be mutually agreed upon	\$ _____	
<input type="checkbox"/>	Non-Randolph nonprofit organization (501C3 status is required): \$25.00	\$ _____	
ROOM SETUP INFORMATION*			
Please discuss room setup with library staff and diagram the arrangement on the back of this form.	Estimated Attendance		Audio-visual equipment needed
	<input type="checkbox"/> Chairs <input type="checkbox"/> 6-Foot Tables <input type="checkbox"/> Lecturn		<input type="checkbox"/> Slide Projector <input type="checkbox"/> Screen <input type="checkbox"/> Videotape Player and TV
* Meeting Room can accommodate a maximum of 74 individuals seated in chairs or 125 children seated on the floor.			

I have read the meeting room rules and regulations and agree to abide by them.

Signature of Authorized Officer

Date

FOR LIBRARY USE ONLY			
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Setup Staff Notified: <input type="checkbox"/> Yes <input type="checkbox"/> No	Scheduled on Calendar: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Comments:			