

MANSFIELD PUBLIC LIBRARY/COA MEETING ROOM APPLICATION

Application date _____ Confirmation Date _____

Name of organization/group _____

Contact person _____

Telephone _____ Phone for public to call for program info _____

Purpose of meeting _____

Reservation date _____ Hours _____

Anticipated attendance _____

Approved _____ Not approved _____

Equipment needed:

Chalkboard _____ piano _____ overhead projector _____
Projection screen _____ *kitchen _____ extension cord _____
Vcr/tv _____ easel/whiteboard _____

You are responsible for setting up chairs and tables and returning them to their proper place at the close of your meeting. All trash must be removed from the premises. Needed equipment will be placed in the room for your use in advance.

*Kitchen facilities are not available between 8 a.m. and 1 p.m., Monday through Friday. The steam table is NOT for public use at any time.

You are responsible for closing the building if your meeting continues after 7:50 p.m. **Refer to the attached checklist and the guidelines for groups using the meeting room.** FAILURE TO SECURE THE BUILDING PROPERLY OR TO FOLLOW THE GUIDELINES AFTER TWO WARNINGS MAY RESULT IN LOSS OF PRIVILEGES FOR ONE YEAR.

Authorized signature _____

FAX, mail, e-mail, or drop of this form at the library.

FAX: 508-261-7422 (preferred)

Mail to: Mansfield Public Library, 255 Hope St., Mansfield, MA 02048

e-mail to: jcampbel@sailsinc.org