



470 West Boylston Street, Worcester, MA 01606 Phone: 508-799-1687 Fax: 508-799-1652

**APPLICATION FOR MEETING ROOM USE – Frances Perkins Branch Library**

Application must be returned to the Frances Perkins Branch Library and approved before meeting is confirmed.

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Application Date: \_\_\_\_\_ Program Date: \_\_\_\_\_

Time needed (include time for setup & cleanup): \_\_\_\_\_

Publicized Starting Time of Program: \_\_\_\_\_

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Name of Organization/Group: \_\_\_\_\_

Meeting Purpose or Function: \_\_\_\_\_

Title of Program: \_\_\_\_\_

Principal Speaker: \_\_\_\_\_

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I HAVE READ THE RULES AND POLICY OF THE LIBRARY FOR MEETING ROOM USE AND AGREE TO COMPLY.

Applicant's name/signature: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

If the public requests information we will refer them to you.

For additional information, please refer to the Meeting Room Rules or call 799-1689.

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**MEETING ROOM DETAILS**

Tables and chairs are available in the meeting room. Applicant is responsible for returning room to original setup.

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FOR LIBRARY ONLY: Confirmation Date: \_\_\_\_\_