



3 Salem Square, Worcester, MA 01608 Phone: 508-799-1655 Fax: 508-799-1652

APPLICATION FOR MEETING ROOM USE – Main Library

Application must be returned to Head Librarians Office and approved before meeting is confirmed.

Application Date: _____ Program Date: _____

Time needed (include time for setup & cleanup): _____

Publicized Starting Time of Program: _____

Name of Organization/Group: _____

Meeting Purpose or Function: _____

Title of Program: _____

Principal Speaker: _____

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.

SPACE REQUIREMENTS AND NEEDS--SEE ROOM DESCRIPTIONS FOR FULL DETAILS

Room Requested: Banx: _____ Saxe: _____

Please indicate room setup on next page. The Saxe Room is set up auditorium style only. The Banx Room has a flexible set up. Changes to the room setup must be requested at least 7 days before your meeting. The library may not be able to accommodate requests for changes made after that.

If you require AV equipment please request and return the Equipment Use Form with this application.

FOR LIBRARY ONLY: Confirmation Date: _____