

# Acton Public Library

## Meeting Room Booking Request

*Please note: Completing this form does not ensure a booking. You will be contacted by the Library to confirm that your request has been approved. If you would like to use the projector or other audio/video technologies we can provide, please schedule a training appointment with staff at least a week prior to your meeting to learn how to use requested equipment. If you are bringing your own equipment, please check with us beforehand if it is compatible with our equipment. Meetings must be free, open to the public, and no registration fees can be collected.*

Check here to signify that you have read and agree to our Meeting Room Policy.

Date(s) a room is requested for: \_\_\_\_\_

Starting time: \_\_\_\_\_ Ending time: \_\_\_\_\_

Organization: \_\_\_\_\_

Are you for-profit group/individual: Yes  No

Title of program/purpose of meeting? \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Room set-up? \_\_\_\_\_ # of chairs \_\_\_\_\_ # tables

Will you need: projector  TV with DVD/BR player  laptop (Windows)  microphone

Will refreshments be served? Yes  No

Kitchen facilities needed: Yes  No

Name of person responsible: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

*The applicant agrees to accept all responsibility for the conduct of the activity for which this application is made and to hold the Town of Old Saybrook harmless from all claims, demands, suits, or actions that may be brought against said Town, or any agent thereof, by reason of injury to any person or damage to any property caused by said applicant as a result of the activity for which this application is made.*

**Signature of applicant/group representative:** \_\_\_\_\_

### FOR STAFF USE ONLY:

Booking approved \_\_\_\_\_ date, by (initials) \_\_\_\_\_ Comments \_\_\_\_\_  
(Bookings begin ½ hour before starting time and end ½ hour after the ending time of the program or meeting)

Room assigned:

Conference Room

GT Room – whole  GT Room – part A  GT Room – Part B (by the kitchen)

APL Board of Trustees; Reviewed and Approved April 9, 2019