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APPLICATION FOR USE OF LIBRARY MEETING ROOMS

Library hours are Monday through Thursday 9-9; Friday 9-6; Saturday 9-5; and Sunday 1-5. The Seminar and McManus Meeting Rooms are available outside of library hours for a fee of \$50 per hour or portion of an hour. Please return this form to the library prior to the date of your meeting.

NAME OF ORGANIZATION: _____

TOPIC OF MEETING: _____

- Will this meeting be open to the general public? Circle one: Yes No
Will an admission fee be charged? Circle one: Yes No
Will refreshments be served? Circle one: Yes No

If yes, what kind of refreshments? _____

Library Café: You can order coffee, tea, cold drinks, bagels, muffins and more for your gathering. For information call Sandy Young at 203.291.4820.

DATE OF MEETING: Day of Week: _____ Date: _____

HOURS ROOM WILL BE NEEDED (including set-up & clean-up time): _____

TIME PROGRAM BEGINS: _____ NUMBER OF PEOPLE EXPECTED: _____

ROOM REQUESTED: McManus (capacity 125) _____ Seminar (capacity 25) _____

EQUIPMENT NEEDED & ROOM SETUP: (McManus Room ONLY - please indicate on attached form)

PERSON RESPONSIBLE FOR PROGRAM: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ FAX: _____

E-MAIL: _____

The person signing this form is to be in attendance at the event and is responsible for the observance of the Westport Public Library "Meeting Room Policy Statement." No date shall be considered confirmed until this form is signed below; your date may be confirmed by e-mail. PLEASE NOTE: any flyers announcing your meeting need to be approved by the Library; failure to do so could result in room cancellation.

Your signature

Library approval signature

Date

Date