Acton Memorial Library
Room Reservation Form

Applicant represents that the organization applying has completed a current Preliminary Application Form and agrees to be bound by the terms thereof.

Date of Meeting _______________ STAFF USE
Time of Meeting ______to _______
Number of Attendees (est.) _______

Meeting Room (seating cap. 70) _______
Conference Room (max. 15) _______

Acton Memorial Library’s meeting rooms are available during the hours the library is open without charge for civic, cultural, educational and philanthropic activities of a non-profit, non-commercial nature. All events held in the meeting rooms must be open to the public. Please review the full Facilities Use Policy.

Name of Organization: ___________________________________________________________

Purpose for which use is requested: _________________________________________________

Name of organization’s representative: ______________________________________________

Address: ______________________________________ Phone: _________________________

Email: _________________________________________ Cell Phone: _____________________

The person signing this request form acknowledges that s/he has read the Facilities Use Policy of the Acton Memorial Library and assumes full responsibility for the conduct of the event and its participants, as well as the care of the meeting room, as described in the Policy.

Signature: ________________________________ Date: __________________

Meeting Room Set-up/Equipment Needs
*(applicable to the first floor Meeting Room only)*

Please let us know your needs for the meeting. The materials and equipment requested will be made available to you. Due to Maintenance staff reductions, the organization is responsible for setting up the room, so please plan accordingly.

_____ head table  _____ # of tables for attendees  _____ carousel projector
_____ refreshment table  _____ screen  _____ podium
_____ # of chairs for attendees  _____ overhead projector  _____ multimedia projector*

(driver’s license will be held during use)