



**Acton Memorial Library  
Lobby/Solarium Sale Reservation Form**

Please fill out this form to apply for the use of the lobby/Solarium area for a bake sale or sale of other small items as a non-profit fundraiser. Applicant agrees to be bound by the terms of the library's Food and Small Items Sale Guidelines.

Date of Sale \_\_\_\_\_  
Time of Sale \_\_\_\_\_ to \_\_\_\_\_

STAFF USE  
Date received \_\_\_\_\_

Name of organization: \_\_\_\_\_

Purpose of organization: \_\_\_\_\_

Name of organization's representative: \_\_\_\_\_

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

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

When was the last time the organization held a sale at the library? \_\_\_\_\_

**If the organization is selling food, it must obtain a Temporary Food Permit from the Acton Board of Health and display it at the sale (application fees are waived for all non-profit bake sales; allow two weeks to obtain the permit.)**

The person signing this request form acknowledges that s/he has read the Food and Small Items Sale Guidelines of the Acton Memorial Library, assumes full responsibility for the conduct of the sale and people participating on behalf of the organization, and is at least 18 years of age.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_