

WESTON PUBLIC LIBRARY
87 School St. , Weston, MA 02493
APPLICATION FOR USE OF COMMUNITY ROOM
Phone # 781-893-3312, ext. 239 FAX # 781-529-0174

REMINDER:

All meetings must conclude prior to library closing. I have read the Weston Public Library Meeting Room Policy and Regulations (http://www.westonlibrary.org/general_info/meeting_rooms.htm) and take responsibility that those in attendance will abide by the guidelines established by the Weston Public Library Board of Trustees.

Name of Organization _____ Contact person _____

Address _____

Phone: day: _____ eve: _____

Estimated attendance _____ (Room capacity=80, per fire laws, **no** exceptions).

Purpose of room use _____

Do you plan to offer refreshments? _____yes _____no

Do you require use of the kitchenette? _____yes _____no

Requested Date _____ 1st Choice _____ 2nd Choice _____

Time IN _____ Time OUT _____ Exact start time of program _____

Do you want to use the piano? _____yes _____no. If yes, submit application form to Music Committee, within 1 week of reserving the Community Room. Contact Lee Engler, Englerlee@aol.com.

How do you want the room set up? Lecture _____ Auditorium _____

Other, please specify _____

This application is not considered complete until fully filled out by applicant and returned to and signed by Circulation Supervisor. No email submissions accepted.

Signature of Applicant _____ Date _____

Signature of Circulation Supervisor _____ Date _____