



**BEDFORD PUBLIC LIBRARY
MEETING ROOM APPLICATION**

- Meeting rooms may be used by any Bedford cultural, civic, or educational non-profit group or organization. Any group not based in Bedford requesting use of a meeting room must show substantial connection to the Town through its stated mission, service area, or membership.
- Photography and recording are not allowed on Library premises without prior permission.

Event Date: _____

Event Time: Begin: _____ End: _____

Total Room Time: Set up Start: _____ Clean up End: _____ (no later than 8:30 p.m.)

Event Name: _____

Event Description: _____

Event Location: ___ McAllaster Room (seats 75) ___ Richmond Room (seats 20)

Estimated attendance: Adults _____ Youth (15 & under) _____ Parking spaces needed _____

Would you like your event to appear on the library's public events calendar on our website? Y/N _____

If yes, please provide contact name and telephone number _____

Applicant must be a Bedford Resident

Name of Organization: _____

___ Bedford based non-profit organization ___ Non-Bedford based non-profit organization

Address: _____

Web site: _____

Contact Name: _____ Contact Phone: _____

Address: _____ Email: _____

Having read the attached statement of policy, I agree to assume responsibility in fulfilling the requirements outlined for use of the meeting rooms. I understand that room set up is my responsibility, and that I will return the tables and chairs to their original placement.

Signature of applicant _____

Printed name of applicant _____

Equipment: Both meeting rooms are equipped with a wall mounted screen and a ceiling mounted LCD projector and wireless internet access. Additional equipment may be available with advance notice.

For library staff use Approved by:	Date received:
Entered into calendar:	Confirmed with applicant: