

# Application for Meeting in the Spaulding Memorial Library

Application Date \_\_\_\_\_  
Meeting Type Civic  Educational  Social  Religious   
Organization Name \_\_\_\_\_  
Purpose of Meeting \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_  
Estimated Attendance \_\_\_\_\_

## Rules

- Refreshments, with the exception of alcoholic beverages, are permitted
- No smoking is permitted in the library or on library grounds
- Tables and chairs may be arranged as needed, but no other furniture (including the wheeled bookshelves) may be moved without permission from the library
- Organizations using the library are required to report any damage to library property to the librarian or to a board member, and will be responsible for any replacement or repair charges necessary
- The Spaulding Memorial Library will not be responsible for any materials or equipment left in the library
- Organizations are responsible for straightening the library after each use. Please replace chairs and tables, turn off lights and check thermostat if it was adjusted
- The board of directors reserves the right to change these policies as they feel is advisable and to cancel or withdraw permission for the use of the library when in its discretion such a withdrawal is advisable.

The undersigned, on behalf of the organization, has read and agrees to comply with the policies and procedures governing the use of the Spaulding Memorial Library.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_