

# Lakeville Public Library

4 Precinct Street, Lakeville, MA 02347 Phone: 508-947-9028 Fax: 508-923-9934

## APPLICATION FOR MEETING ROOM USE

\_\_\_\_\_ Large Meeting Room (Contact: Library Director, Jayme Viveiros, 508-947-9028)

\_\_\_\_\_ Trustee Room (Contact: Library Director, Jayme Viveiros, 508-947-9028)

\_\_\_\_\_ Children's Program Room (Contact: Youth Librarian, Teresa Mirra, 508-947-9028)

Name of Organization/Group \_\_\_\_\_ Date of Application \_\_\_\_\_

Meeting Purpose/Type \_\_\_\_\_

(Please note that all meetings must be open to the public and of a non-profit nature.)

(Circle one) This is a LIBRARY TOWN STATE LOCAL GROUP or INDIVIDUAL meeting.

Date of Meeting \_\_\_\_\_ Anticipated Attendance \_\_\_\_\_

This is a \_\_\_\_\_ One time use OR \_\_\_\_\_ On-going, (e.g. monthly,) meeting

(Please note that groups are encouraged not to use the meeting room more than once a month)

Dates for future use (e.g. "every second Tues.") \_\_\_\_\_

End date for on-going use \_\_\_\_\_

(If no end date is given, group will need to renew its application each December for the following calendar year.)

Meeting Hours: \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

(With rare exceptions, meetings must take place within regular library hours.)

Refreshments will be served: \_\_\_ Yes or \_\_\_ No (Limited kitchenette facilities are available)

Person Responsible \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_ Cell phone \_\_\_\_\_

Please respect our library patrons. Children must be supervised at all times. No literature may be disseminated outside the meeting room without permission of the Library Director and Trustees. If your meeting will have large attendance, attendees are requested to park in the Old Town Hall lot, adjacent to the library. Your group will be responsible for set-up, clean-up and/or provision of any supplies or equipment (computers, projectors, etc.) needed. **ANY SPECIAL REQUESTS FOR ASSISTANCE OR EQUIPMENT MUST BE MADE AT LEAST ONE WEEK IN ADVANCE. THE LIBRARY IS NOT RESPONSIBLE FOR PROVIDING STAFF ASSISTANCE OR EQUIPMENT, AND MAY DO SO SOLELY AT THE DISCRETION OF THE LIBRARY DIRECTOR & TRUSTEES.**

I have read the above, and the attached "Community Meeting Room Policy" and agree to comply with all policies and regulations of the Lakeville Public Library.

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

For Library Use Only:  
Approved by Board of Trustees \_\_\_\_\_  
Revised 12/2015