



**PROGRA  
M ROOM REQUEST FORM**

The 1889 Society Room and the Program Room are available during library hours only and should be vacated at least 5 (five) minutes prior to closing. The Program Room may be available outside of library hours by special arrangement based on availability of staff to remain on premises during the event. In these cases, the organization requesting use is charged a fee of \$25/hour (or part thereof) for use after library closure.

Library hours are Monday through Wednesday 9-6; Thursday 9-8; Friday 9-5; Saturday 9-4. Please return this form to the Essex Library at least two weeks before the date of your meeting.

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

Contact Person: \_\_\_\_\_

Title of your meeting or program, including speakers, films, etc. \_\_\_\_\_

Date of your meeting or program: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Hours room will be needed (including set-up and clean-up time): \_\_\_\_\_

Room requested:

Main Program Room \_\_\_\_\_ 1889 Society Room (maximum occupancy 45)  
\_\_\_\_\_ (maximum occupancy 15)

Number of people expected: \_\_\_\_\_

Room set up and equipment requirements \_\_\_\_\_

Will this meeting be open to the general public? Circle one: Yes No

Will refreshments be served? Circle one: Yes No [Reminder: Alcoholic beverages are prohibited]

If yes, what kind of refreshments? \_\_\_\_\_

Person responsible for program: (who will be present) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

The person signing this form is responsible for the observance of the rules in the Essex Library's "Program Room Use Policy". No date shall be considered confirmed until the Library returns a copy with an authorized signature approving the meeting.

Your signature

Library approval signature

Date

Date