



PROGRAM 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 Thursday 9-6; 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 _____ (maximum occupancy 45)

1889 Society Room _____ (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