

# Kimball Library Meeting Room Application

Today's Date \_\_\_\_\_

On behalf of:

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Web Site \_\_\_\_\_

I apply for the use of Kimball Library Meeting room for \_\_\_\_\_

On \_\_\_\_\_ from \_\_\_\_\_ o'clock until \_\_\_\_\_ o'clock.

Estimated attendance: Adults \_\_\_\_\_ Youths (15 and under) \_\_\_\_\_

Would you like to have your event appear on the library's public events calendar on our Web site? \_\_\_\_\_

If so, please provide contact name and telephone number \_\_\_\_\_

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 setup is my responsibility, and that I will return the tables and chairs to their original placement.

Signature of applicant \_\_\_\_\_

Printed name of applicant \_\_\_\_\_

Title \_\_\_\_\_

Daytime phone number \_\_\_\_\_ Evening \_\_\_\_\_

Address \_\_\_\_\_

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

Meeting rooms may be used by any Atkinson cultural, civic, educational, or non-profit group or organization. Any group not based in Atkinson requesting use of a meeting room must show substantial connection to the Town through its stated mission, service area, or membership.

Use description:

\_\_\_\_ Atkinson based nonprofit organization

\_\_\_\_ Non-Atkinson based nonprofit organization

Requesting the use of:

\_\_\_\_ Large Meeting Room (seats 80) \_\_\_\_ Conference Room (seats 20) \_\_\_\_ Small Meeting Room (seats 10)

Equipment Requested:

\_\_\_\_ Projector Screen \_\_\_\_ PA System \_\_\_\_ Television \_\_\_\_ LCD Projector \_\_\_\_ DVD player \_\_\_\_ Internet

<b>For library staff use only</b>	
Approved for the library by:	Date Received:
Entered into calendar:	Confirmed with applicant: