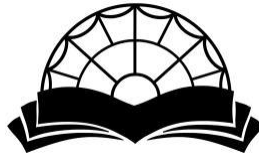


Expires: \_\_\_\_\_

Staff: \_\_\_\_\_



**Billerica Public Library**

**MEETING ROOM  
APPLICATION/AGREEMENT**

*(Please book in advance by phone before sending application to guarantee availability.)*

Choose one: Meeting Room (seats up to 75) \_\_\_\_\_ | Conference Room (seats up to 12) \_\_\_\_\_

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

Purpose of Meeting: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

*(Meeting rooms can be reserved up to 60 days in advance)*

Eligibility for use of meeting facilities requires all of the following boxes to be checked and agreed to:

- I have read and will comply with the Library Meeting Room policy.
- Our meeting will be open to the public.
- We will leave the facilities exactly as we found them in accordance with the policy guidelines.
- I understand that while using the meeting rooms, no admission may be charged, and no products or services may be advertised, solicited or sold.
- I will notify the Library 24 hours in advance for cancellation.
- I understand that failure to comply with the Library's policies may result in the loss of use of the meeting facilities.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Applicant's Signature

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Agreements must be submitted no later than 24 hours before an event for approval.*

Email: [greg.mcclay@billericalibrary.org](mailto:greg.mcclay@billericalibrary.org)

Fax: 978-670-9493

Mail: Meeting Room Bookings | Billerica Public Library 15 Concord Road, Billerica MA 01821