



Received: \_\_\_\_\_

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

## Meeting Room Policy Agreement Form

Use this form to complete a booking being made in-person or by phone. This form is not needed when making an online booking.

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 booked for four hours or less and no more than 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 Meeting Room & Conference Room Policy in its entirety.
- I am a Billerica resident and can provide proof of residency in the form of a library card or photo ID.
- I understand that I am accepting responsibility for this meeting and that my presence is required for the duration of the meeting, unless alternative arrangements are made with the library.
- This meeting will be open to the public and will be advertised as such.
- Any advertising for this meeting will make clear that the meeting is not sponsored, co-sponsored, or approved by the library.
- I understand that room setup and cleanup is my responsibility and that I must make prior arrangements with library staff to use any audiovisual, digital, or other equipment.
- I understand that library meeting rooms are not intended to be regular meeting locations and that I can book no more than 4 meetings per calendar year and have no more than 3 meetings booked at one time.
- I will check in with staff at the second floor reference desk when I arrive.
- I will notify library staff via the online reservation system or by phone (978-671-0949 ext. 4) or by email ([rdesk@billericalibrary.org](mailto:rdesk@billericalibrary.org)) if my booking needs to be cancelled or rescheduled.

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

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

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

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

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

Completed agreements can be submitted to Joe St. Germain at [jstgermain@billericalibrary.org](mailto:jstgermain@billericalibrary.org).