



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 (aclark@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 Angela Clark at aclark@billericalibrary.org.