



Application for Meeting Room Use

Permission is hereby requested for use of a Meeting Room and other equipment as noted below. The person signing this application has read THE WOBURN PUBLIC LIBRARY'S MEETING ROOM POLICY and pledges the cooperation of the community group, organization, or business she/he represents. The signer assumes personal responsibility for discipline and reasonable care of the meeting room and equipment and furnishings therein during the use of the room. The Woburn Public Library Board of Trustees, the library, and/or the City of Woburn will not be responsible for injury of persons or property while the building and grounds are used by any non-library entity.

Name of Applicant:

Address:

Phone Number:

Email Address:

Name of Community Group, Organization*, or Business**:

*If a non-profit organization, please email a copy of the organization's 501(c)(3) determination letter to librarydirector@cityofwoburn.com. Applications from non-profit entities will be considered incomplete until receipt of the 501(c)(3) determination letter.

**If a business, please email librarydirector@cityofwoburn.com a certificate of insurance affording the following coverages: General Liability of at least \$1,000,000 Occurrence/ \$2,000,000 General Aggregate. The City should be named as an Additional Insured.

Is this community group, organization, or business based in Woburn? ___Yes ___No

I acknowledge a fee will be assessed if my community group or organization is based outside of Woburn or if I am representing a for-profit business based in or outside of Woburn. All fees must be paid in advance by check or credit card to the Woburn Public Library, once the applicant receives email approval for the scheduled meeting room use. Please initial here: _____

Meeting Room Requested:

100-seat Program Room (\$50 per two-hour block, including set-up and break-down)

Date of Meeting:

Time of Meeting (including set-up and break-down time): _____ to _____

Number of Expected Attendees: _____

Purpose for which Meeting Room Use is Requested:

Equipment Requested for Program Room (must be requested at time of application):

ceiling-mounted projector drop-down screen
 sound system assisted listening system
 Blu-ray player portable whiteboard

Signature of Applicant: _____

This application must be submitted at least seven (7) business days before the scheduled Meeting Room use. If an applicant must cancel a Meeting Room reservation, at least 24 hours' notice should be given. For Monday reservations, at least 72 hours' notice should be given. Refund of fees will only be provided if notice of cancellation is given at least five (5) business days in advance. Monday, Tuesday, Wednesday, Thursday, and Friday are considered business days.

Permission granted: Yes No

Date: _____

By: _____, Woburn Public Library