



Gleason Public Library

Hollis Room Use Agreement

Note: Complete a form for each time/day/room requested. Reservations are made on the quarter hour and must include your set-up/clean-up time. PLEASE NOTE THE **START*** and **END*** TIMES FOR MEETINGS—we appreciate your cooperation in leaving on time.

Date of use: _____
(no more than 3 months from today)

Start and end times of use (including setup/cleanup): _____

Event Start Time: _____
(start time will be noted in calendar)

Available hours:
Monday, Tuesday, Thursday **10:30 A.M. - 8:30 P.M***
Wednesday **1:30 P.M. - 8:30 P.M***
Friday, Saturday **10:30 A.M. - 4:30 P.M***
(Saturday hours may be shorter July-August)

Refreshments: YES _____ NO _____

Description of program/meeting: _____

Name/s of speaker/s: _____ **Estimated attendance:** (max 50) _____

Request for use of equipment: ___ LCD projector ___ AV equipment ___ Windows laptop ___ Other

Request for equipment instruction before event: YES _____ NO _____
(We cannot guarantee staff availability for assistance with equipment during your meeting time.)

Fee: If you are charging a fee/requesting donation, provide amount and purpose: _____
_____ Events with fees require approval from library director.

Contact name: _____ **Organization:** _____

Address: _____ **Town:** _____

Phone: _____ (home/work/cell) **E-mail:** _____

I accept the conditions of use as stated on the Hollis Room use policy and will comply with all requirements. I will see that the room furnishings, materials, and equipment will be respected as public property, and that I will be responsible for any damages incurred to Library property either deliberately or through negligence on the part of members of the group or persons in attendance. I understand that failure to return the space in the condition in which it was provided may result in payment of a \$50 penalty fee, and/or payment for any repairs necessary.

_____ [signature] Required before event.

Form received by (initials):	Date form received:
Approved by:	Date approved:
Added to Trumba:	Confirmation to user:

