

Groton Public Library

99 Main Street, Groton, MA 01450

Phone: 978-448-1167 ~ Fax: 978-448-1169 ~ Email: circulation@gpl.org

MEETING ROOM USE RESERVATION FORM

Please note: Meeting Rooms are only available when the Library is open.

Meeting Date AND Day of Week: _____

Start Set Up Time: _____ AM / PM

Meeting End Time: _____ AM / PM

Meeting Start Time: _____ AM / PM

End Clean Up Time: _____ AM / PM

Organization / Group: _____

Purpose of Meeting: _____

Is this Event Completely Free & Open to the Public? YES _____ NO _____ NOT SURE _____

Is this a Non-Profit (or Not-for-Profit) Group / Org.? YES _____ NO _____ NOT SURE _____

Representative/Contact: _____

Mailing Address: _____

Telephone: _____ Email: _____

You will be notified by email or phone when your reservation is confirmed.

MEETING ROOMS:

Sibley Hall _____

Seats 50 with tables; 80 if chairs only

Community Room _____

Seats 15 with tables; 20 if chairs only

Historical Room _____

Seats 8 with tables and chairs (fixed layout)

Expected # of PEOPLE: _____ # of TABLES: _____ # of CHAIRS: _____

ROOM SETUP DESCRIPTION:

I have read the applicable GPL policies and agree to abide by them. I also agree to be held responsible for any infractions and to assume all responsibilities as indicated in GPL's policies.

Signature: _____

Only fill out if different from information above:

Name: (please print) _____

Address: _____ Email: _____

Phone (1): _____ Phone (2): _____

Library Staff Only: Approved by: _____ Date: _____