

# KELLEY LIBRARY

## MEETING ROOMS APPLICATION FOR ROOM USE

Participating Group/Organization/Club: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_

Kelley or GMILCS member Library Card Number: \_\_\_\_\_

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

E-mail address: \_\_\_\_\_

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

Name, address, phone, email and library card number of Salem sponsor (if different from above):

\_\_\_\_\_  
\_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Start Time: \_\_\_\_\_ Total Time Needed: \_\_\_\_\_ Will this be a recurring meeting? Y N

If yes, please identify the dates for the next:

6 month cycle: \_\_\_\_\_

3 month cycle: \_\_\_\_\_

I would prefer to reserve one at a time \_\_\_\_\_

Please check the room to reserve: \_\_\_\_\_ Beshara Room (25 capacity) \_\_\_\_\_ Conference Room (8 capacity)

Specify Room Arrangement (Beshara only): \_\_\_\_\_ Single table area \_\_\_\_\_ Speaker/audience/Auditorium style facing screen

\_\_\_\_\_ Several Tables with chairs (specify number of tables) \_\_\_\_\_

Equipment needed: \_\_\_\_\_ DVD/Blu-ray and projector \_\_\_\_\_ Computer and projector \_\_\_\_\_ Projector (for personal laptop)

I have read the Meeting Room Policy, the Program Policy, and the Rules for Use of Meeting Room and understand them. With this signature I am verifying that my organization/group/club will abide by all.

Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Questions? Email [nducharme@kelleylibrary.org](mailto:nducharme@kelleylibrary.org) for further information