

MANSFIELD PUBLIC LIBRARY/COA MEETING ROOM APPLICATION

Application date _____ Confirmation Date _____

Name of organization/group _____

Contact person _____

Telephone _____ Phone for public to call for program info _____

Purpose of meeting _____

Reservation date _____ Hours _____

Anticipated attendance _____

Approved _____ Not approved _____

Equipment needed:

Chalkboard _____ piano _____ Projection screen _____ extension cord _____

VCR/TV _____ easel/whiteboard _____

*KITCHEN _____

*Kitchen facilities are not available between 8 a.m. and 1 p.m., Monday through Friday.

The steam table is NOT for public use at any time.

Kitchen items, including those listed below, are NOT for use:

- Food items in Refrigerator
- Plastic ware and cutlery
- Food items in cabinets

These items are the property of the Council on Aging.

When using the kitchen please bring your own cutlery, plates, etc.

You are responsible for setting up chairs and tables and returning them to their proper place at the close of your meeting. Floors must be swept and tables cleaned if necessary. Tables must be covered if they are used for arts and crafts. All trash must be removed from the premises. Needed equipment will be placed in the room for your use in advance.

You are responsible for closing the building if your meeting continues after 7:50 p.m. **Refer to the attached checklist and the guidelines for groups using the meeting room.** FAILURE TO SECURE THE BUILDING PROPERLY OR TO FOLLOW THE GUIDELINES AFTER TWO WARNINGS MAY RESULT IN LOSS OF PRIVILEGES FOR ONE YEAR.

Authorized signature _____

Email to ccoyme@mansfieldma.com or Fax 1-508-261-7422