

Application for Use of a Library Meeting Room
Dwight Foster Public Library

Please read the entire Meeting Room Policy prior to completing this form. *Staff please initial that you have provided the appropriate Meeting Room Policy.* _____

Date of Request:

Your name:

Your phone number:

Name of your organization (if applicable):

Date(s) and time(s) of your program/event (if you will need time to set up & take down please consider that when scheduling the time of the program):

Describe your program:

Will any sales or arrangements for sales be conducted during this program?

Is this a non-profit (503c) organization?:

Name of your program (if applicable):

Do you charge an admission fee for this program?

What is the fee?

Are materials provided as part of the fee? Please explain.

Is any certification provided to participants as part of the program?

Please note: Library policy does not allow charging admission fees with the exception of pre-approved educational groups or institutions for short term classes, training, institutes, discussion groups and forums. If ANY fee is charged, this form must be completed and submitted to library staff. This form gives library administration the necessary information to make a decision about whether or not you will be granted permission to use the library meeting room. You can expect to hear back within 1 week of submitting this application.

Staff Initials: _____