



MYSTIC & NOANK LIBRARY MEETING ROOM REQUEST FORM

All patrons requesting use of a meeting room must read the Mystic & Noank Library Meeting Room Guidelines prior to filling out an application for the room. This form is used to reserve the Ames Room or Activity Room as available upon time of request. A staff member will contact you within one week to approve or deny your request for a meeting room.

Is this a private or public meeting?

Private / Public

If open to the public, who is the intended audience?

☐ **Adults** ☐ **Teens** ☐ **Children & Families** ☐ **All Ages**

Meeting Name / Purpose: _____

Contact Person: _____ **Phone Number:** _____

Email Address: _____

Date(s) of Requested Meeting: _____

Meeting Start Time: _____ **Meeting End Time:** _____

Expected Attendance: _____

Will you need library staff support for room set-up or equipment? **Yes / No**

Will you need any of the following technology and/or equipment?

☐ **Projector** ☐ **Sound System** ☐ **Laptop(s)** ☐ **Zoom Hybrid**

I have read and agreed to the Mystic & Noank Library's Meeting Room Policies and agree to pay for any charges or damages (if any) to the room and/or equipment used.

Signature: _____

Date: _____ **Staff Approval:** _____