

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 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 staff support for room set-up or equipment? (Public only) Yes / No Will you need any of the following technology and/or equipment? (Public only) 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: