

LEOMINSTER PUBLIC LIBRARY

COMMUNITY SPACE RESERVATION REQUEST FORM

Please submit a separate form for each meeting date.

Applicant and Event Information	Group Information
Name:	Group Represented:
Phone:	
Email:	
Event Date:	Group Mailing Address:
Expected attendance:	
Time of setup:	Group is (check one): Non-Profit: _____ Municipal: _____ Other (define): _____
Start time of event:	
Time of departure:	
Event/Meeting Description:	
Room Set-Up Instructions:	
Event will require the following: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> ___ Projector & Screen ___ Podium ___ White Board ___ Easel </div>	

Room Requested	
Community Room: seats 100-125	Historic Conference Rooms:
Large Meeting Room: seats 50-75	Large: seats 12-18
Small Meeting Room: 30-40	Small: seats 6
Friends' Room: seats 10	Historic Conference Suite: seats 20
Children's Classroom: seats 24	