

LEOMINSTER PUBLIC LIBRARY COMMUNITY SPACE RESERVATION REQUEST FORM

Please submit a separate form for each meeting date.

Applicant and Event Information	Group Information
<u>Name:</u>	<u>Group Represented:</u>
<u>Phone:</u>	
<u>Email:</u>	
<u>Event Date:</u>	<u>Group Mailing Address:</u>
<u>Expected attendance:</u>	
<u>Time of setup:</u>	<u>Group is (check one):</u> Non-Profit: _____ Municipal: _____ Other (define): _____
<u>Start time of event:</u>	
<u>Time of departure:</u>	
<u>Event/Meeting Description:</u>	
<u>Room Set-Up Instructions:</u>	
<u>Event will require the following:</u> <div style="text-align: center; margin-top: 10px;"> <input type="checkbox"/> Projector & Screen <input type="checkbox"/> Podium <input type="checkbox"/> White Board <input type="checkbox"/> Easel </div>	

Room Requested	
Community Room: seats 156	Children's Classroom: seats 36
Large Meeting Room: seats 92	Friends' Room: seats 10
Small Meeting Room: 64	Large Historic Conference Room: seats 20