

Monson Free Library And Reading Room Association

**Application for Use of
Sylvia DeSantis Meeting Room**

Organization: _____

Meeting Date: _____

Individual Personally Responsible:

Fee / No Charge: _____

Name: _____

Daytime Phone #: _____

Address: _____

Evening Phone #: _____

City, State, Zip _____

Type of Meeting: _____

Meeting Time: From: _____

To: _____

(Total time involved - from the time of set up and preparation to the time the room is vacated
Availability will be limited to published open hours.)*

Expected Attendance: _____ *(Maximum Capacity 50)*

(The actual number of people attending must be reported for statistical purposes)

Will Refreshments be Served: _____ *(Group Responsible for Cleanup)*

- ***Persons or Organization using the DeSantis Room are responsible for the set up of the room. The following equipment is available for public use: chairs, tables, lectern, AV screen and easel.**
- **Please carefully read all rules, regulations, and fees pertaining to the use of the DeSantis Room.**
- **All persons or organizations MUST vacate the room 15 minutes before the library closes. Please give 24 hours notice if not using the room on date specified.**

I have read the agreement and agree to abide by the Sylvia DeSantis *Meeting Room Rules and Regulations*. "The undersigned assumes all and exclusive responsibility for the preservation of order and sole and exclusive liability for any injury of persons, and damage to, or loss of property that may result from this use; and for the due observance of all rules and regulations of the Board of Directors of the *Monson Free Library and Reading Room Association* and acknowledges receipt of the rules and regulations regarding the use of the *Sylvia DeSantis Meeting Room*."

Applicant's Signature

Date

Do Not Write Below This Line - For Library Use Only

Approved Date Approved: _____

Date Notified: _____

Rejected Date Rejected: _____

Date Notified: _____

Approved By

Date