



Cyrenius H. Booth Library

25 Main Street

Newtown, Connecticut 06470

203 426-4533

APPLICATION FOR USE OF THE MEETING ROOM

Please complete and return to the attention of the Adult Program Coordinator. Forms can be

Emailed: programs@chboothlibrary.org

Faxed: 203-426-2196

Mailed: C.H. Booth Library

25 Main Street

Newtown, CT 06470

Organization: _____

Address: _____

Person Responsible for room use: _____

Address: _____

Phone: _____

Facility desired: Board Room (Maximum _____ Persons)

 Meeting Room (Maximum _____ Persons)

Date(s) room is requested: _____

Time (start and end): _____

Purpose: _____

Please specify your need for tables, chairs, kitchen facilities: (Separate form required for Audio-Visual equipment):

The Library often receives questions about the programs held here. The following information will help list your event correctly:

Type of Program: _____ Speaker or Performer: _____

Time: _____ Estimated Attendance: _____ Refreshments Available: _____

Please refer to the Fee Schedule listed in the Meeting Room Policy for the amount of your check. Your completed application and check must be received at least one week in advance of the meeting date. Please make checks payable to: **C. H. Booth Library**.

I have read the Meeting Room Policy guidelines and agree to abide by them:

Name: _____

Signature: _____ Date: _____

Amount enclosed: _____



Cyrenius H. Booth Library Meeting Room Equipment Request Form

Name: _____
Date of Event/Meeting: _____
Organization: _____
Contact Phone #: _____

I am borrowing the following items to use this day in the Library Meeting Room and I agree to follow all instructions for equipment use and to be responsible for the equipment.

I understand I am to return the items to the Children's Department Desk, if the Library is open when the meeting/program concludes. Otherwise, I will leave the items in the Meeting Room kitchen.

- Corded microphone for Assistive Listening System
- Assistive Listening Headsets – number borrowed
(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) -- **circle one**
- Lapel microphone – number borrowed
(1) or (2) -- **circle one**
- Wireless microphone for meeting room system
- Mobile LCD Projector
- DVD Player
- VHS Player
- Mobile Computer
- Slide Projector
- Overhead Projector