



**C. 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: \_\_\_\_\_



## C. 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