

Jesse M. Smith Memorial Library

Mailing Address: 100 Tinkham Lane, Harrisville, RI 02830
FAX: 401-710-7772

APPLICATION FOR USE OF MEETING ROOM

FOR OFFICE USE ONLY

Date Rec'd _____ Time _____

Staff initial _____

Confirmation Date _____

Staff initial _____

Name of Organization _____

Date of Meeting _____ Start Time: _____ End Time: _____

Room Requested:

Community Room

(Capacity 65 w/ tables)

Conference Room

(Capacity 19 persons w/ tables)

Stillwater Room

(Capacity 13 persons w/ tables)

Approximate number of people attending _____

Please indicate if you will require any of the following:

Table and Chairs _____

Overhead digital projector (available in Community Room only)

Please note: Library staff is not responsible for equipment set-up or use.

Will you be serving refreshments? (Community Room, Stillwater Room ONLY)

No

Yes (Library will contact you to arrange details)

Event Description: _____

On behalf of the above named organization, I have received a copy of the guidelines concerning the use of the meeting rooms at the Jesse M. Smith Library. I have read the regulations and agree to comply with them, and to be held responsible to return the room to the condition in which it was found. I accept the responsibility for any extraordinary expense incurred for cleaning charges or property damage.

Your Signature: _____

Your name (please print): _____

Your position in organization: _____

Your Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-mail: _____

Photo ID presented: Yes

Contact person to whom inquiries can be referred if different from the person listed above:

Contact person: _____

Phone Number: _____ E-mail: _____

Note: Upon review of the application, the Library will contact the organization to confirm the booking.