

DERBY NECK LIBRARY

307 Hawthorne Ave

Derby, CT 06418

Phone (203)734-1492 Fax (203)732-2913

http://www.derbynecklibrary.org



Meeting Room Application

The Meeting Room is available during library hours: Monday–Thursday, 10:00 a.m.–8:00 p.m., Saturday and Sunday, 1:00 p.m.–5:00 p.m. For reservations outside of library hours see General Rules and Limitations, Section J, for fees.

Please print:

Date: ____/____/____

Name of Organization: _____

Title of meeting or program, including speakers, films, etc.:

Date(s) of meeting or program: Day(s) of Week _____ Date(s): _____

Hours room will be needed (including set-up and clean-up time): _____

Time program begins: _____ Number of people expected: _____

Equipment needed:

Chairs (max. 100) _____ Tables(max 5) _____ Podium _____ Screen _____ TV/DVD _____

Will refreshments be served? Yes ____ No ____ . If yes, what type of refreshments?

Person responsible for program _____

Address _____

City, State, Zip code _____ Telephone _____ Fax _____

The person signing this form is to be in attendance at the event and is responsible for the observance of the General Rules and Limitations governing the use of the Derby Neck Library meeting room, a copy of which has been received and reviewed. You may fax or email the completed form to: (203)732-2913 or headlibrarian@biblio.org.

No date shall be considered confirmed until the Library returns a copy with an authorized signature approving the use.

Signature: _____

Date: ____/____/____

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Library Use Only

Approved _____

Denied _____

Date _____