

BERWYN PUBLIC LIBRARY
QUARTERLY APPLICATION FOR THE USE OF
MEETING ROOM(S)

1 st Quarter	_____
2 nd Quarter	_____
3 rd Quarter	_____
4 th Quarter	_____

Organization: _____

Room Requested: Community Room: ____ Board Room: ____

Reason for Request: _____

Dates: One time use _____
 Multiple use _____

Furniture Needed in Community Room:

Check one _____ Tables only _____ Chairs only _____ Tables with chairs	Indicate number needed _____ Tables _____ Chairs _____ Tables _____ Chairs per table
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Equipment:

Check applicable _____ Movie screen _____ DVD player _____ Mike stand _____ Expanded projector for DVD player & 3.5 MM slideshow _____ Speaker for use with DVD player, mike and DVD projector	_____ Amplifying equipment _____ 3.5 MM Slideshow projector _____ Mike wiring & microphone _____ Lectern _____ Cassette player
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Are handicapped provisions required? Yes ____ No ____

Name(s) of adult(s) who will be present to supervise:

Name: _____ Address: _____ Phone: _____
 Name: _____ Address: _____ Phone: _____

The undersigned agrees to be responsible to the Berwyn Public Library for the use and care of library property. He/She further agrees that the character of the use will conform to that stated above. The undersigned agrees that this application is made subject to the rules of the Board of Trustees and agree for themselves and all others for whom this application is made that the same are accepted and will be observed.

 (Signature) (Address) (Phone)
 Date: _____

(For office use only) Charges \$ _____
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