

Westwood Public Library

Conference Room Request Form – For Non-Profit Organizations

Date of Application _____

Name of Organization _____

Address of Organization _____

Contact Name _____ Phone number _____

Email address _____

Description of Activities to be conducted _____

Date of event/meeting _____ # of Attendees _____

Time of meeting: From _____ To _____

Do you need 9:30am access to set-up for a 10:00am meeting? ___ Yes ___ No

(The room has flexible table seating – maximum # of Attendees should not exceed 25)

****EQUIPMENT NEEDED:** (please circle)

LCD Projector Wall Monitor

The Conference Room has unsecured wireless Internet access, mounted wall monitor with computer connections. You are strongly advised to meet with a staff member prior to the event to ensure your device will function with our equipment. The WPL does not guarantee the availability or functionality of any of the above-listed equipment.

- Please supply a self-addressed envelope or email address for confirmation.

- Any room set-up changes must be provided in writing.

- Library Staff are not permitted to make changes on applications.

- An unconfirmed reservation will be held for 21 days. If payment is not received within 21 days, the proposed reservation will be cancelled

NO ADMISSION MAY BE CHARGED FOR ANY EVENT TAKING PLACE AT THE WESTWOOD PUBLIC LIBRARY

Rules:

1. Organizations shall follow the Rules of Conduct of the Westwood Public Library. Failure to adhere to this policy will be cause for either cancellation of future meetings or a request to suspend the meeting.

2. Alcoholic beverages, smoking, lit candles or other open flames are not permitted anywhere in the building including the meeting rooms.
3. Light refreshments may be served only inside the conference room, not in adjacent areas.
4. Decorations and/or displays must be limited to tables or easels. No materials are to be posted or attached to the walls. Materials on display in the conference room are not to be moved or rearranged.

Agreement (please read before signing):

The undersigned has read and agrees to abide by all rules and policies governing the use of meeting rooms as described on this form and as described in the Westwood Public Library Meeting Room Policy.

The undersigned agrees to arrange for training on equipment prior to meeting. The undersigned accepts responsibility for seeing that the room, furnishings, materials and equipment will be respected as public property and will be left in the same condition as when it was found and to use the checklist for Meeting Room Use and Closing. The undersigned further accepts responsibility for any damages incurred to library property on the part of members of this organization or persons in attendance and agrees to pay for all damages assessed by the Town of Westwood.

The undersigned also agrees to protect, save and keep the Town of Westwood, the Board of Trustees, the Library Director, their agents and employees forever free and harmless, and indemnified against any and all costs or expense arising out of any accident or other occurrence causing injury to any persons or property as a result of the use of the above premises.

Authorized Signature: _____ Print name: _____

Title: _____ Tel #: _____

Address: _____ City/Town/Zip: _____

Approval Signature: _____ Date: _____

Library Director