



Auburn Public Library

369 Southbridge Street • Auburn MA 01501 • 508-832-7790

Merriam Room Application

A separate form must be completed for each request

Please be sure to **complete all sections**. Failure to do so will delay the processing of your application.

Date of Application	Name of Group / Organization	Organization's Website	
Meeting Day	Meeting Date	Meeting Time Be sure to allow sufficient time for set up and break down/cleanup of room Beginning _____ End _____	Anticipated Number of Attendees <div style="border: 1px solid black; width: 150px; height: 40px; margin: 5px 0;"></div>
Applicant			
Name (please print)		Relationship to the Group or Organization	
Address			
Telephone		Email	
Library Card Number			
Publicity: ***Will there be printed literature or advertising related to this meeting? (circle) Yes No If Yes , please provide a hard copy or web link to materials or information circulated to the public or your organization regarding the meeting. <i>Failure to do so will delay the processing of your application.</i>			
Equipment Needed			
Podium Yes No	Speakers Yes No	Laptop Yes No	Other

Applicant's Responsibilities

- The equipment will be placed in the room for you. However, it is not the responsibility of the library staff to set up or return arrangement of furniture and equipment
- Groups are responsible for arranging tables and chairs as they desire, and for returning the room to its original order and in a clean and neat condition before leaving
- If you need assistance and staff is available, they may be able to assist you
 - Meetings must end fifteen minutes prior to the library's closing time
 - All participants must vacate the building by closing time
 - Meetings are not permitted when the Library is closed

*I hereby certify that I have read the [Merriam Room Reservation Policy](#) and that
I will comply with all of the requirements specified in the Policy.*

Signature of Applicant: _____ **Date:** _____

Approved | Library Director: _____ **Date:** _____