Burlington Public Library
Meeting Room Application

Date of application: _______________________

PLEASE COMPLETE THIS FORM AND RETURN TO THE LIBRARY AT LEAST THREE DAYS PRIOR TO THE DATE YOU WOULD LIKE TO RESERVE THE MEETING ROOM.

DATE(S) REQUESTED: _______________________

SNOW DATES (if applicable): _______________________

TIME: ________ TO: __________

Availability:

<table>
<thead>
<tr>
<th>Meeting Rooms</th>
<th>Kitchen Facilities</th>
<th>Capacity</th>
<th>Burlington Non-Profit or Civic Groups</th>
<th>Burlington For-Profit or Non-Burlington groups</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Anne Walluk Community Room</td>
<td>Yes</td>
<td>100</td>
<td>No Charge</td>
<td>$160 for 8 hours; $80 for 4 hours; $25 Hour</td>
<td>Reserve Up to 90 days; monthly only</td>
</tr>
<tr>
<td>*Conference Room</td>
<td>Yes</td>
<td>10 or 12</td>
<td>No Charge</td>
<td>$10 hour</td>
<td>Reserve Up to 90 days; monthly only</td>
</tr>
<tr>
<td>Study Rooms #1</td>
<td>NO</td>
<td>1 or 2</td>
<td>No Charge</td>
<td>No Charge</td>
<td>First Come First Served</td>
</tr>
<tr>
<td>Study Rooms #2</td>
<td>NO</td>
<td>1 or 2</td>
<td>No Charge</td>
<td>No Charge</td>
<td>First Come First Served</td>
</tr>
<tr>
<td>Children's &amp; Teen Program Room</td>
<td>No</td>
<td>25</td>
<td>No charge</td>
<td>No Charge</td>
<td>Reserve Up to 90 days; monthly only</td>
</tr>
</tbody>
</table>

*May be available for use when the library is not open.

ROOM TO BE USED: __________________________________________________________

NAME OF ORGANIZATION: ______________________________________________________

NAME OF PERSON RESPONSIBLE: ___________________ Telephone #: __________

Please note that the town may not be snow plowing during non-library hours.

Non-profit? Staff may ask that a 501(C)3 form be presented.

Yes _____ No _____ Fee $____ to be paid three days before event.

ESTIMATED ATTENDANCE__________ SPEAKER______________________________

PROGRAM (briefly describe)_________________________________________________________________
WILL YOU BE SERVING REFRESHMENTS?  Yes____  No____
Alcohol Beverages _____(See Town Ordinance adopted on 6/20/2017)

PERSON IN CHARGE OF REFRESHMENTS: __________________ Telephone #: ____________

EQUIPMENT AVAILABLE: (check items you would like to use, specifying number of chairs/tables)
 TABLES____  CHAIRS____  LECTERN____  EASEL____  DVD Player * ______
 LCD PROJECTOR *________  PROJECTION SCREEN *____
* Staff will set up or train responsible person on this equipment.

Mandatory fees are not required at this time for a Burlington non-profit organization to use the community/conference rooms. However, because the library budget is limited, we are urging you or your organization to make a monetary donation to our materials fund. We thank you for your community spirit.

PLEASE MAKE OUT CHECKS TO THE BURLINGTON PUBLIC LIBRARY.
___ Our organization (I) will make a $20.00 donation for a children’s title.
___ Our organization (I) will make a $30.00 donation for an adult title.
___ Our organization (I) will make a $50.00 donation towards an audio book.
___ Other amount  $________

_________________________________________________
Signature of person in charge of the program

_________________________________________________
Signature of person in charge of refreshments

OFFICE USE ONLY:

STAFF’S INITIALS___________________

DATE OF DONATION OR FEE REC’D ___/___/___  APPLICATION APPROVED ___/___/___

AMOUNT $__________  Library Director’s signature ______________________________

Updated 1/2018