

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.

ROOM TO BE USED: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_

SNOW DATES (if applicable): \_\_\_\_\_

TIME: \_\_\_\_\_ TO: \_\_\_\_\_

Availability:

**Rooms  
Available**

Meeting Rooms	Kitchen Facilities	Capacity	Burlington Non-Profit or Civic Groups	For-Profit or Non-Burlington groups (Charging participants is prohibited)	Availability
*Anne Walluk Community Room	Yes	100	No Charge	\$160 for 8 hours; \$80 for 4 hours; \$25 Hour	Reserve up to 90 days; One reservation per month
*Conference Room	No	10 or 12	No Charge	\$10 hour	Reserve up to 90 days; One reservation per month
Children's & Teen Program Room	No	25	No charge	Not Available	Reserve up to 90 days; One reservation per month

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

NAME OF ORGANIZATION: \_\_\_\_\_

NAME OF PERSON RESPONSIBLE: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

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.

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***Mandatory fees are not required for a Burlington non-profit organization to use the community/conference rooms. However, because the library budget is limited, we are suggesting you or your organization 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: \_\_\_\_\_

Please initial that you have received and read the Meeting Room Policy: \_\_\_\_\_

LIBRARY USE ONLY: STAFF'S INITIALS \_\_\_\_\_

DATE PUT ON THE "BIG" CALENDAR \_\_\_\_/\_\_\_\_/\_\_\_\_

DATE OF DONATION OR FEE REC'D AMOUNT \$\_\_\_\_\_/\_\_\_\_/\_\_\_\_/

APPLICATION APPROVED \_\_\_\_/\_\_\_\_/\_\_\_\_

LIBRARY DIRECTOR'S SIGNATURE: \_\_\_\_\_