

WAYLAND PUBLIC LIBRARY
APPLICATION FORM FOR USE OF RAYTHEON ROOM (MEETING ROOM)

Name of organization _____

Address of organization _____

Organization website or blog address (if available) _____

Mission Statement _____

Individual responsible for room reservation _____

Individual present on the day of the event _____

Telephone number and email _____

Format of event: meeting discussion craft informational other

Estimated attendance _____ Intended Audience _____

Requested date(s) _____ Time: from _____ to _____

Describe the event in a few sentences:

Room arrangement preferred:

_____ Theater style Other (describe) _____

_____ Chairs around a table _____

_____ Chairs in a circle _____

For listing on the Wayland Library Calendar:

Title of event _____

Time of program: Beginning _____ End _____

Would you like to include a contact person? If so, name: _____

Telephone or e-mail _____

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I have read the Library's "Use of the Raytheon Room" Policy Statement and agree to abide by guidelines established by the Board of Library Trustees.

Signature \_\_\_\_\_

Address \_\_\_\_\_

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This request has been approved by the Library Director acting on behalf of the Library Board of Trustees. The fee for the use of the room is _____. (\$50 for four hours or less; \$100 for more than four hours)

Signature: _____ **Date:** _____