

WAYLAND PUBLIC LIBRARY
APPLICATION FORM FOR USE OF 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 ___ Chairs in a circle ___ Chairs around a table

Other (describe) _____

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 _____

I am aware that the library will deny this space to any group or individual that discriminates on the basis of a person's membership in a protected class, including race, national origin, religion, disability, age, sexual orientation, or gender identity.

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 _____

This request has been approved by the Library Director acting on behalf of the Library Board of Trustees.

Signature: _____ **Date:** _____

Revised 7/27/2022