

## Wethersfield Library Room Booking Request

*Please note: Completing this form does not ensure a booking. You will be contacted by the Library to confirm that your request has been accepted. If you are unfamiliar with our Library and would like to use the overhead projector in the Community Room or other technologies please schedule an appointment with staff prior to your meeting. It is the responsibility of the group or organization using the room to bring and setup their own equipment.*

Date a room is requested for: \_\_\_\_\_

Starting time: \_\_\_\_\_ Ending time: \_\_\_\_\_

Organization: \_\_\_\_\_

Title of program/purpose of meeting? \_\_\_\_\_

How many people do you expect? \_\_\_\_\_

Is program/meeting open to public?      Yes \_\_\_      No \_\_\_

Room set-up?      \_\_\_ # of chairs      \_\_\_ # tables  
    \_\_\_ lecture style?      \_\_\_ U shape?      \_\_\_ square of tables with chairs around?

Will you need an overhead projector?      Yes \_\_\_      No \_\_\_

Will refreshments be served? \_\_\_\_\_

Name of person responsible: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of group representative: \_\_\_\_\_

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### FOR STAFF USE ONLY:

Booking approved \_\_\_\_\_ date, by (initials) \_\_\_\_\_ Comments \_\_\_\_\_  
(bookings begin ½ hour before starting time and end ½ hour after the ending time of the program or meeting)

Room assigned:

    \_\_\_ Ground floor, Community Room      \_\_\_ Ground floor conference room

    \_\_\_ Ground floor, children's program room      \_\_\_ Main floor, Shinn Board Room

    \_\_\_ Mezzanine, conference room