



Application for use of Program Room/Martha's Vineyard Room/Conference Room

Facility: ___ Program Room ___ MV Room ___ Conference Room

Date Requested: _____ Time Requested: _____ to _____

Organization: _____

Person Applying: _____ Position in Group: _____

Address: _____

Telephone: _____ Email: _____

Type of Meeting: _____ Activity: _____

Any Special Requirements or Equipment Needed: _____

Expected Attendance: _____ (Program Room: seated: __ MV Room: seated: __ Conf: seated __)

Will Refreshments Be Served: _____

Applicant understands that requested dates are **NOT** confirmed by completing and submitting this application. All applicants will receive written notification from the Edgartown Free Public Library confirming or denying requested dates.

The applicant agrees to leave the room in an acceptable, un-littered condition with tables and chairs returned to the positions in which they were found.

The applicant accepts liability for all damage to library facilities or loss of library property.

The Edgartown Free Public Library assumes no responsibility for equipment or personal articles belonging to applicants or their guests.

Date: _____ Signature: _____

For Internal Use Only

Approved: _____ Notified: _____

Authorized Signature: _____ Date: _____

Adopted on March 14, 2016 by the Edgartown Board of Trustees.