

**ART HOLMES COMMUNITY ROOM AND CLINKMAN PERIODICALS AREA**

**ROOM RESERVATION FORM**

The Trustees invite area residents to use the downstairs Art Holmes Community Room or the Clinkman Periodicals Area upstairs in the Library for their meetings. To successfully accommodate these diverse uses, the Trustees have approved the following policies:

- The Art Holmes Community Room and the Clinkman Periodicals Area can be reserved for group meetings *at the discretion of the Library Director*. Persons interested in reserving a room for a meeting should call ahead and ask for the Director to inquire about availability. If the room is free on that date, a representative from the group must read and sign the policy before the meeting.
- The meeting rooms are available for use during public service hours. Groups directly affiliated with the Library or the Town of Mendon (ie. Town Boards and Committees) may use the meeting rooms after hours at the discretion of the Library Director. All exits will be locked at normal closing times, however, and town board and committee meetings should end by 10:00pm.
- All after-hours meetings must begin prior to closing.
- At the time of the meeting, a representative must sign in and out on the Meeting Log. The representative will be responsible for the condition of the room and for any problems that may arise due to the use of the room.
- The number of participants at the meeting is limited to 24 due to the size of the room.
- Light refreshments are allowed. Alcoholic beverages are not permitted.
- Outside of use of the restrooms and elevator, meeting participants are not permitted to access other areas of the building when the Library is closed.
- After the meeting, the room should be returned to its original condition.

Completed forms can be submitted via email to [librarydirector@mendonma.gov](mailto:librarydirector@mendonma.gov), faxed to 508-473-7049, or submitted in person at the upstairs circulation desk in the Library. If you have any questions, please contact the Library Director at 508-473-3259.

PLEASE PRINT:                    TODAY'S DATE \_\_\_\_\_

DATE REQUESTED \_\_\_\_\_                    BEGIN TIME \_\_\_\_\_                    END TIME \_\_\_\_\_

GROUP \_\_\_\_\_

REPRESENTATIVE \_\_\_\_\_                    PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

By signing this form, I accept responsibility and agree to the aforementioned policy. (The Library Director will contact you via email to confirm your reservation.) We hope you and your group enjoy using the Library.

SIGNATURE \_\_\_\_\_