

# HOLYOKE PUBLIC LIBRARY

## Application for Meeting Room Reservation/Use

**Meeting Rooms are made available** to be used by Massachusetts' educational, civic, cultural or other non-profit groups for activities that do not conflict with Library's mission and function **as a public service; and booking a room in no way constitutes an endorsement of the program or philosophy of the group or the individuals using the facilities.**

Meeting Rooms are available during hours that the library is open. From September-May: Monday-Thursday, 8:30am-8:30pm; Friday and Saturday, 8:30am-4pm. From June-August: Monday-Thursday, 8:30am-6pm; Friday and Saturday, 8:30am-4pm. **All meetings must be free of charge for those attending.**

There is no access prior to the requested time (no earlier than 8:30am) and the room must be vacated thirty (30) minutes before the library closes (no later than 8pm Mon.-Thurs. or 3:30pm Fri. & Sat.). Events in the Community Room must also conclude thirty (30) minutes before the library's closing time — unless previous arrangements have been made (and fees paid) for After Hours use. Please allow time for setup and cleanup in addition to program time.

**The act of filling out this application does not guarantee the room for your organization. Please do not notify members of your group or consider the room booked until you have received confirmation.**

Name of your Organization: \_\_\_\_\_

Purpose of your meeting: \_\_\_\_\_

Is the meeting free of charge for those attending? Yes: \_\_\_ No: \_\_\_

Date of your meeting: \_\_\_\_\_

What time does your meeting start? (no earlier than 9am, as per 3<sup>rd</sup> paragraph above) \_\_\_\_\_

What time would you like access to the room? (no earlier than 30 minutes before starting time) \_\_\_\_\_

What time does your meeting end? (30 minutes before closing, as per 3<sup>rd</sup> paragraph above) \_\_\_\_\_

\_\_\_\_ **Group Room:** 3<sup>rd</sup> floor. The room is arranged with 1 table and chairs for groups with 8 or less participants, whiteboard, dry eraser markers. **No food or drinks allowed.**

Estimated attendance: \_\_\_\_\_ | Need Dry Markers? Yes \_\_\_ No \_\_\_ | Need Projector? Yes \_\_\_ No \_\_\_

\_\_\_\_ **Children's Activity Room:** 2<sup>nd</sup> floor. The room is arranged with 2-4 small tables and chairs for groups with 12 or less participants. **Only Snack/beverages may be allowed.**

Estimated attendance: \_\_\_\_\_ | Need Dry Markers? Yes \_\_\_ No \_\_\_ | Need Projector? Yes \_\_\_ No \_\_\_

\_\_\_\_ **Board Room:** 1<sup>st</sup> floor. The room is arranged with 1 table and chairs for groups with 15 or less participants, whiteboard, dry eraser markers. **No food or drinks allowed.**

Estimated attendance: \_\_\_\_\_ | Need Dry Markers? Yes \_\_\_ No \_\_\_ | Need Projector? Yes \_\_\_ No \_\_\_

\_\_\_\_\_ **Computer Class Room:** 3<sup>rd</sup> floor. The room is arranged with 12 computers for groups with 12 or less participants, whiteboard, dry eraser markers, screen. **No food or drinks allowed.**

Estimated attendance: \_\_\_\_\_ | Need Dry Markers? Yes \_\_\_ No \_\_\_ | Need Projector? Yes \_\_\_ No \_\_\_

\_\_\_\_\_ **Community Room:** Main entrance, Ground floor. The room has 6 tables, podium, AV System and small kitchenette for groups with more than 15 participants and up to 75 participants.

Estimated attendance: \_\_\_\_\_ Need Projector? Yes \_\_\_ No \_\_\_

***If you plan to serve snack/beverages, please describe what you will be serving:***

\_\_\_\_\_  
(Cold light snacks may be possible. **Full meals may not be served.** No supplies are furnished by the Library.)

\*\*\*\*\*  
The undersigned, on behalf of the above named organization, hereby indicates that he/she has read and agrees to comply with the policy and procedures governing the use of the library meeting rooms. ***The undersigned assumes all and exclusive responsibility for the preservation of order and the sole responsibility for any injury to persons, damage to Library facilities or personal property, or loss of Library or personal property that may result from this use.*** The Holyoke Public Library will not be responsible for any materials, equipment, or personal belongings left in the building. The Library Board encourages that any group utilizing the meeting rooms comply with the provisions of the Americans with Disabilities Act, which require that meetings or materials be provided in an accessible format in response to participants' requests.

\_\_\_\_\_  
Date of application

\_\_\_\_\_  
Signature of applicant Contact person:

\_\_\_\_\_  
Print Name & Title: (Inquiries from the library or the public will be directed to the contact person.)

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

City/State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Work phone #: \_\_\_\_\_ Home phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Would you like to be notified of your room confirmation by (check one)

Phone \_\_\_ Mail \_\_\_ or e- mail \_\_\_\_\_?

\*\*\*\*\*  
Taken by: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*  
Approved/Yes: \_\_\_\_\_ No: \_\_\_\_\_

Confirmation notice sent to: \_\_\_\_\_ Via: \_\_\_\_\_ Date: \_\_\_\_\_

## **For Holyoke Public Library Community Room Set-Up Only**

If you would like the Library Community Room to be set up before your arrival, please return this **Community Room Set-Up** instruction page with your **Reservation Form**.

**I.** The Library Community Room is **equipped with the following equipment** available at your request:

1. Six (6) **Tables** (approximately 6ft long)
2. Eighty (80) **chairs**
3. Small **kitchenette** area with sink and small refrigerator
4. **Audio-Visual system** with Overhead projector
5. HDMI and VGA **Connecting cables** for Laptop to connect to AV System/projector

**II.** Individual **groups are responsible** for **ANY** item listed below that the Library **DOES NOT** provides:

1. Apple laptop VGA adapter
2. Coffee maker
3. Cups, utensils, plates, bowls, napkins, paper towels, tablecloths, cleaning wipes, etc.

**III.** Please select the applicable options below to make it easier for Library Staff to set up the Room prior to your Group's arrival. Include the specific number of chairs and tables when applicable:

A. The AV System/projector

- My Group will use the AV System for music only
- My Group will use the AV System/projector
- My Group will use HDMI Connecting Cable
- My Group will use VGA Connecting Cable

B. Tables and Chairs Set-up

- Chairs set up in rows assembly style. How many chairs? \_\_\_\_\_
- Chairs and tables set up classroom style. How many chairs? \_\_\_\_\_; how many tables? \_\_\_\_\_
- Chairs and tables set up in a U shape. How many chairs? \_\_\_\_\_
- I (we) will do all setup upon arrival.

C. More helpful information:

- Do you need a table for food?
- Do you need access to Kitchenette?
- Other helpful information in the space below:

*Thank you for using the Holyoke Public Library. We look forward to serving you.*

**Please leave the Room in the same condition as when you arrived.**

**Groups WILL BE RESPONSIBLE for ANY AND ALL DAMAGES to the Library's Meeting Rooms.**