



BEDFORD FREE PUBLIC LIBRARY
Phone: 781-275-9440 Fax: 781-275-3590

As a public service, the Library welcomes the use of its meeting space for public exhibits and gatherings of a civic, cultural or educational character. Rooms are not available for the benefit of private individuals or commercial enterprises

To help us serve you better, please note:

- Application must be made at least 7 days in advance.
- Rooms cannot be confirmed until availability of a custodian for the requested time is determined.
- Room set-ups or equipment requests should accompany the application; any changes must be submitted via email or in writing to the Library at least two weekdays in advance of your meeting.
- Library desk staff cannot confirm availability nor add dates or make changes to applications.
- The Library must be vacated by 9:30 p.m. unless special arrangements have been made.

Thank you!

CIRCLE ONE: **CONFERENCE** (up to 8-10 people) **MEETING Room** (12-65 people)

Please print clearly:

* Contact Person: _____ Phone: _____

* Email Address for Verification: _____

Group/Organization: _____

* Mailing Address: _____

* Date(s) requested (please specify day of the week along with date as in Monday, 3/21/05):

Program Title: _____

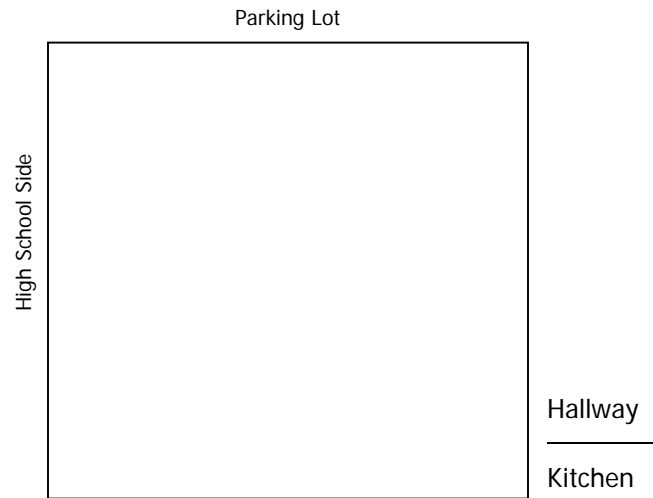
* Time meeting room will need to be opened: _____ Meeting will begin: _____ and end: _____

For MEETING ROOM ONLY:

Please check equipment needed:

- | | |
|------------------------------------|---------------------|
| _____ # of chairs | _____ # of tables |
| _____ Overhead projector | _____ TV/VCR/DVD |
| _____ Slide projector | _____ LCD projector |
| _____ Other, please specify: _____ | |
| _____ | |

Please sketch in the room set-up for tables and chairs →



Reviewed by: _____ Date: _____

* indicates required information