



BEDFORD FREE PUBLIC LIBRARY
7 Mudge Way, Bedford, MA 01730
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 (including but not limited to parties, private functions, play dates, etc.) or commercial enterprises. No product sales may occur.

For CONFERENCE ROOM ONLY:

To help us serve you better, please note:

All requests for Conference Room Use must be made in advance of date of use. Confirmation of room use will be made after the form is received and availability of the room is determined. An individual or small group may reserve up to 4 times in any fiscal year given room availability. (July 1st-June 30th)

Room use details (see full room use policy at <http://www.bedfordlibrary.net/services/room-use/>)

Conference Room

Fee: none

Hours: Regular Library hours including Sundays

Set-ups: Room has a permanent set-up equipped with a conference table, 8 chairs (with 2 spare chairs), TV with laptop connections for use during meetings, and a white board.

NO FOOD allowed in the Conference Room. Beverages in covered containers are allowed.

Please print clearly: ALL FIELDS MUST BE COMPLETED

Contact Person: _____ Phone: _____

Email Address for contact: _____

Group/Organization: _____

Type of Event/Program _____

Mailing Address: _____

Date(s) requested: _____

Access to the Conference Room at: _____ meeting ends at: _____

***** Maximum capacity for the Conference Room is 8-10 people per Town of Bedford Building Code.**

Confirmation will be made via email.