



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. Groups are to be a non-profit or 501-c3 designation. 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 MEETING ROOM ONLY:

To help us serve you better, please note:

All Requests for Meeting Room use must be made at least 7 days in advance. Confirmation of room use will be made after the form is received and availability of a custodian for the requested time is determined. Groups 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/>)

Meeting Room: [Maximum capacity for the meeting room 50-54 people with just chairs.
 If groups require tables, podium, etc., the capacity will be less.]

FEE: After 3 pm weekdays and anytime on Saturdays, **\$25 per hour with a minimum fee of \$50.** The fee will be calculated from time of access to the room through the time of exit. *(No prorating for partial hours)*

HOURS: Regular Library hours excluding Sundays which are reserved for Library use only.

SET-UPS: Seating, tables, and/or equipment needs should be specified on the application below

CHANGES TO MEETING: must be submitted at least two weekdays in advance of your meeting.

REFRESHMENTS: Food and non-alcoholic beverages may be brought in for meetings/programs but the group is responsible for taking any leftovers with them and for leaving the room clean.

Please print clearly: **ALL FIELDS MUST BE COMPLETED** PLEASE PRINT.

Contact Person: _____ Phone: _____

Email Address for contact: _____

Group/Organization: _____

Type of Event/Program _____

Mailing Address: _____

Date(s) requested: _____

Access (**2) meeting room at: _____ meeting begins: _____ meeting ends at: _____

- Type of set-up: ___ Theatre-style (chairs set with center aisle)
 ___ Discussion group (chairs around grouped table(s) - specify # of chairs needed)
 ___ Demonstration (Theatre style with table(s) in front)
 ___ Group Activity (separate tables w/chairs)

Furnishings: ___ # of chairs ___ # of tables ___ Projector

[note: presenters must provide their own laptops and know how to hook up and operate their equipment]

Completion of this form is not a guarantee of room use. Confirmation will be made via email.

USE OF MEETING AND CONFERENCE ROOMS

As a public service, the Library welcomes the use of its meeting and conference rooms for non-profit groups or organizations of a civic, cultural or educational character. All meetings are open to the general public if they wish to attend.

Rooms are not available for the benefit of private individuals (including but not limited to parties, private functions, play dates, etc.) or commercial enterprises.

In general:

- Application must be made at least 7 days in advance.
- Rooms will be confirmed when the form is received and availability of staff is determined.
- Room set-ups should accompany the application
- Any changes must be submitted at least two weekdays in advance of your meeting.
- Groups may reserve up to 4 times in any fiscal year. (from July 1st-June30th)

LIBRARY MEETING ROOM (FIRST FLOOR)

The following regulations must be observed in the use of the Library Meeting Room:

- CONDITIONS OF USE: No fees for admission or services rendered may be charged nor items sold by any group using the Library. It is also understood that the public will be welcomed at all meetings.
- GROUP'S RESPONSIBILITIES: Each group is expected to leave the room as found, to clean up the kitchen after use, and is responsible for the replacement of any lost or damaged equipment.
- AVAILABILITY: the Meeting Room is available during regular library hours, except Sundays when the room is reserved for library use.
- FEE: After 3 pm weekdays and anytime on Saturdays (*), fee is \$25 per hour with a minimum fee of \$50. No prorating for partial hours. The fee will be calculated based on access time to the room through the time the group exits the room.

() If after 3 pm weekdays or anytime on Saturday, the fee will be calculated on the access time through end of meeting time. Ex: access room at 6:30 pm; group leaves at 9:00 pm; total time for fee calculation is 3 hours.*

- PAYMENTS: Checks should be made payable to the Bedford Public Library and either mailed to the attention of the Office Administrator or hand delivered to the Library at the time of the meeting.
- CHANGES TO MEETING: Changes must be submitted at least two weekdays in advance of your meeting. Cancellations should be made the day before, except in the case of weather or illness, then day of meeting is acceptable.
- SET-UPS: Seating, tables and/or equipment needs should be specified on the application form. If there are questions, you should contact the Library, directly.

LIBRARY CONFERENCE ROOM (3RD FLOOR)

The following regulations must be observed in the use of the Library Conference Room:

- CONDITIONS OF USE: No fees for admission or services rendered may be charged nor items sold by any group using the Library. It is also understood that the public will be welcomed at all meetings.
- AVAILABILITY: the Conference Room is available during regular library hours including Sundays.
- FEE: No fee for the use of the Conference Room.
- SET-UPS: Room is equipped with a conference table, 8 chairs (with 2 spare chairs), TV with laptop connectivity and a white board.
- CHANGES TO MEETING: Cancellations should be made either the day before or day of the meeting.

ADDITIONAL NOTES:

Parking spaces are provided at the rear and sides of the building.

No literature may be distributed at a meeting without the permission of the Director.

No usage fee will be charged when the program is presented by the Library, Friends of the Library, or official committees and departments of the Town of Bedford.

UPON ADEQUATE NOTICE AND FOR ADEQUATE REASONS, THE LIBRARY RESERVES THE RIGHT TO REVOKE PERMISSION TO USE ANY MEETING ROOM. INTERPRETATION OF THIS POLICY IS AT THE DISCRETION OF THE DIRECTOR.