

SML-POL-02F: Application for use of Library Meeting Spaces

Date of application: _____ (This form must be updated annually)

Responsible Person: (Must be a Greenfield Resident) _____

Address: _____

Phone: _____

Email address: _____

Name of Organization: _____

Is this an official organization of the Town of Greenfield? _____

Is this a recurring meeting? _____

Requested Dates: _____

Time (including time needed for set up and clean up) _____

Purpose of meeting _____

Time of meeting: _____

Number of attendees expected: _____

Space Requested:

Wensberg Room (66 capacity) _____

Other _____

I have read the SML Meeting Space Policy and understand the conditions under which it may be used and that failure to comply will result in cancellation of or refusal of future reservations.

Signature of Responsible Person and Date: _____

Library Director Signature and Date: _____