

MEETING ROOM APPLICATION

JOHN CURTIS FREE LIBRARY, HANOVER, MA

We look forward to hosting you or your organization at the John Curtis Free Library. In order to ensure adequate publicity, we ask that we receive all documents at least 4 weeks before your event. We prefer that you send all the information in **one email** to halib@ocln.org or send it via mail to Virginia Johnson, Director, John Curtis Free Library, 534 Hanover Street, Hanover, MA 02339.

1. Organization OR performer/presenter: _____
2. Program title: _____
3. Date(s)/Time: _____
4. Contact Person Name: _____
5. E-mail address: _____
6. Phone: _____

IF A LIBRARY PROGRAM OR PRESENTATION, please fill out the following:

Time of arrival (set up time by the performer): _____ Cost: _____

Website or blog address (if available): _____

Name on the check for payment: _____

Address for payment: _____

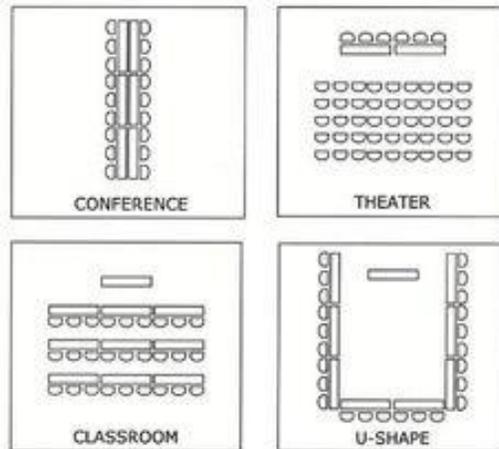
Your technology and equipment needs (i.e. microphone, projector, etc.).

Please supply us with a brief description of the program for use in promoting the event.

Please provide a brief bio for use in promoting the event. Is there a link to a photograph of the presenter and/or program?

For ALL users of the large meeting room:

Please circle which set-up that you prefer.



I have read the Library's Meeting Room Policy Statement and agree to abide by the guidelines established by the Board of Library Trustees or designee.

Signature

Date

Library use only: Large Meeting _____ Trustee Room _____ Storytime Room _____