

Request for Public Room Time

Name: _____

Organization: _____

Address: _____

Phone: _____ Contact Person: _____

Requested Date and Time:

Date:

Time:

Alternate Date and Time:

Date: _____

Time: _____

Our Public Room is for the use of the general public to encourage activities of a civic, cultural or educational nature. Permission may be denied if purposes are deemed commercial or for other reasons that may conflict with the spirit of general benefit to the public. Permission may also be denied when meetings would adversely impact normal operation of the library. The Board of Library Trustees has final authority regarding use of the Public Room.

Groups who wish to meet at the library on a regular basis may use the library based on the availability of space for no more than one four-hour increment per week or one day per month. After hours, time may be arranged for a \$30.00 per hour fee and depends on the availability of a library staff member.

All meetings are to be free and open to the public. Sales are restricted to those that benefit the Rumford Public Library. Groups must clean and restore the room to its original condition, including tables and chairs. All groups must report to the librarian in charge prior to and after holding the meeting.