



**Simsbury Public Library**  
**Program & Meeting Room Use Application**  
Phone: 860-658-7663 Fax: 860-658-6732  
simsburylibrary.info

**\*Please Print Clearly\***

Today's Date \_\_\_\_\_

Date Requested \_\_\_\_\_ Time Requested From \_\_\_\_\_ To \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Room Requested \_\_\_\_\_ Anticipated Attendance \_\_\_\_\_

Description of Meeting/Event \_\_\_\_\_  
\_\_\_\_\_

Name of Organization \_\_\_\_\_

Name of Person Applying \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Person in Charge of Meeting/Event (if different from above) \_\_\_\_\_

Email \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Will you need kitchen access? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will refreshments be served? \_\_\_\_\_ Yes \_\_\_\_\_ No

Equipment Requested

\_\_\_\_ Laptop \_\_\_\_\_ DVD Player \_\_\_\_\_ Podium \_\_\_\_\_ Easel

\_\_\_\_ LCD Projector \_\_\_\_\_ Wireless Microphone \_\_\_\_\_ Telephone \_\_\_\_\_ Smartboard/Whiteboard

Room Set Up # of Chairs \_\_\_\_\_ # of Tables \_\_\_\_\_

Requested Set Up of Room (Please indicate placement of tables and chairs)

Door/Entrance \_\_\_\_\_  
Location of Room  
near Meadow St

I have read the Simsbury Public Library's Room Use Policy, accept all terms and conditions, understand that a fee may be required for use and that my reservation is not confirmed until this form is returned to me.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Make check payable to: Simsbury Public Library



**Library Use**

Received by \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Yes \_\_\_\_\_ No

Fee Amount \_\_\_\_\_ Fee Paid \_\_\_\_\_ Received by \_\_\_\_\_