

Meeting Room Registration Form

Levi Heywood Memorial Library
55 West Lynde Street, Gardner, MA 01440
978-632-5298

Name of Group: _____

Mailing Address: _____

Status: (circle one) Profit Non-Profit Private

Description of meeting to be held: _____

Contact Person: _____

Work phone: _____ Home or cell phone: _____

Date and time of requested meeting(s) * : _____

Room to be used (circle one)

Main Meeting Room (seats 125—has kitchen facilities and restrooms)

Volunteer Room (seats 30—no kitchen facilities)

Children's Program Room (seats 25-30—use must be approved
by the Head of Children's Services)

PLEASE NOTE:

For groups that meet regularly a registration form must be filled out only the first time a room is used. Subsequent bookings can be made by a designated member of the group. If a new person becomes the contact person a new registration form must be completed so that we have current contact information on file. We use this information in case of cancellations for bad weather or other emergency situations.

Our group has received, read, and agreed to the conditions of the Meeting Room Policy passed by the Board of Trustees November 14, 2004, and revised on June 9, 2010:

Authorized signature: _____

**The Library will not be open for room set up or registration before its normal opening time. Please ask for a handout of our library hours or view them on our website. (www.leviheywoodmemlib.org)*