

DERBY NECK LIBRARY ASSOCIATION  
307 Hawthorne Ave  
Derby, CT 06418  
Phone (203)734-1492 Fax (203)732-2913  
http://www.derbynecklibrary.org



### Meeting Room Application

The Meeting Room is available during library hours: Monday–Thursday, 10:00 a.m.–8:00 p.m., Saturday and Sunday, 1:00 p.m.–5:00 p.m. For reservations outside of library hours see General Rules and Limitations, Section J, for fees.

Please print: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Title of meeting or program, including speakers, films, etc.:  
\_\_\_\_\_

Date(s) of meeting or program: Day(s) of Week \_\_\_\_\_ Date(s): \_\_\_\_\_

Hours room will be needed (including set-up and clean-up time): \_\_\_\_\_

Time program begins: \_\_\_\_\_ Number of people expected: \_\_\_\_\_

Equipment needed:  
Chairs (max. 100) \_\_\_\_\_ Tables(max 5) \_\_\_\_\_ Podium \_\_\_\_\_ Screen \_\_\_\_\_ TV/DVD \_\_\_\_\_

Will refreshments be served? Yes \_\_\_\_ No \_\_\_\_ . If yes, what type of refreshments?  
\_\_\_\_\_

Person responsible for program \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip code \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

The person signing this form is to be in attendance at the event and is responsible for the observance of the General Rules and Limitations governing the use of the Derby Neck Library meeting room, a copy of which has been received and reviewed. You may fax or email the completed form to: (203)732-2913 or [headlibrarian@biblio.org](mailto:headlibrarian@biblio.org).

No date shall be considered confirmed until the Library returns a copy with an authorized signature approving the use.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Library Use Only**  
Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_