

Lincoln Public Library  
(Library Closed) Room Reservation Form

Applicants must read the Meeting Room Policy and agree to abide by its terms\*.

For meetings held while the Library is closed, there will be a fee charged for building use. If the Library is closed, proper security must be observed and so may include a staff member, Trustee, or designated surrogate be present. This person(s) may also have to be paid by the organization. The building fee shall be \$25.00 per hour, with a minimum of 3 hours. If a person must act as security, \$20.00 per hour fee with a minimum of 3 hours will be charged. A deposit of 50% of the total estimated cost will be required with the application.

The Library Trustees and Director will determine if a group may use the Library during off-hours; they cannot guarantee that proper security can be found to accommodate each proposed meeting.

Food and beverages may be allowed by prior consent of the Library Trustees, Director or Assistant Director. The menu must be approved by one of these people before the meeting. \*The use of alcohol may be allowed unlike when the Library is open. Town policies on alcohol and food will be enforced and may include having a bartender with insurance.

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

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

Contact person making request \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Date of Event \_\_\_\_\_

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

Expected number of Attendees \_\_\_\_\_

Description of Event \_\_\_\_\_

The person signing this form assumes full responsibility for the conduct of the event and its participants, and takes responsibility for the condition of the room and all equipment used as described in the Library's policies.

Signature \_\_\_\_\_

Date \_\_\_\_\_