

Kimball Library Meeting Room Application

Meeting rooms may be used by any Atkinson resident with a library card in good standing, or by a cultural, civic, educational, or non-profit group or organization. The large Meeting Room is reserved for use by groups of more than 15. Groups not based in Atkinson must show substantial connection to the Town through its stated mission, service area, or membership.

Today's Date:

Name of Organization:

We are an Atkinson based nonprofit (check one):

We are a non-Atkinson based nonprofit:

Atkinson Address:

Web Site:

Purpose of the gathering:

All gatherings must be free to attend, open to the public and without any commercial purpose.

Date(s) requesting:

Time (starting and ending):

Include set up and take down time!

Library hours: 9:30-8, Mon. – Thurs. 9:30-5, Fri & 9:30-3, Sat. You must be completely finished 15 minutes before closing.

Estimated attendance: Adults:

Youth:

The person requesting the room must be present during the meeting and take personal responsibility for fulfilling the requirements outlined in the policy and for returning any object to its original location including chairs used from the racks. The room must be left ready for its next use. Supporting devices for the equipment are available at the Circulation Desk and must be returned there.

I certify that I have read the meeting room policy, take personal responsibility for complying with it and that I will be in attendance. I understand that failure to comply with these requirements will jeopardize any future reservation and that I will be billed for any damage to the room or its contents which requires repair or replacement.

Signature of applicant:

Printed name and title of applicant:

Address:

Email:

Phone:

I am requesting the use of the:

Large Meeting Room (seats 80)

Conference Room (seats 14)

Small Meeting Room (seats 6)

Equipment Requested: Projector Screen

Microphone

LCD Projector

In order to use any of the above equipment or more than the 24 chairs placed around the room, you must schedule an appointment to meet with a staff person within 48 hours of the event so we can train you in its use and assess any other technology needs you may have.

When you arrive for your event, please go to the Circulation Desk. Staff will check out the meeting room binder to you which will assist you in the use of the Meeting Room.

Application received on:

Approved by the Director on:

Updated May, 2024