

**MEETING ROOM RESERVATION FORM**

**JOHN CURTIS FREE LIBRARY**  
**534 Hanover Street**  
**Hanover, MA 02339**  
**(Phone) 781-826-2972 (Fax) 781-826-3130**

This is an application to schedule a meeting in the John Curtis Library. Your reservation is not confirmed until you have been contacted by a staff member.

- Organization Name \_\_\_\_\_
- Organization Address \_\_\_\_\_
- Contact Person \_\_\_\_\_
- Phone \_\_\_\_\_
- Date Requested \_\_\_\_\_
- Meeting Time \_\_\_\_\_  
(Meetings must end 15 minutes before closing)
- Number of people expected to attend \_\_\_\_\_
- Purpose of Event \_\_\_\_\_
- If refreshments and beverages are being served, please list (per Board of Health)  
\_\_\_\_\_  
\_\_\_\_\_

All organizations/groups will agree to hold the library harmless from any loss, damage, liability, costs and /or expense that may arise during or be caused in any way by the library facilities. Groups using the facilities agree to leave the room and equipment in the same condition in which they found them prior to their meeting. Extra custodial costs or costs of damages incurred as a result of the meeting shall be paid by the applicant. Contests, topics, subject matter, points of view, opinions expressed and literature distributed at the meeting are not those of the John Curtis Library and do not reflect either the approval or disapproval of the John Curtis Library.

I have read the complete policy on the use of the meeting room and agree that all the terms will be complied with.

Signature \_\_\_\_\_ Date \_\_\_\_\_