

RICHARD SALTER STORRS LIBRARY  
BETTY ANN LOW MEETING ROOM

RESERVATION APPLICATION

FOR INTERNAL USE ONLY:

Room Fee: \_\_\_\_\_ Rec'd:   
Date Fee Rec'd: \_\_\_\_\_  
Check No: \_\_\_\_\_ Copy:   
Date Deposited: \_\_\_\_\_

Day & Date Room is Required: \_\_\_\_\_ Application Date: \_\_\_\_\_

Please complete this application and return it to:  
Richard Salter Storrs Library  
Attn: Administrative Assistant  
693 Longmeadow Street  
Longmeadow, MA 01106

After processing, two copies of the agreement will be sent to the applicant. One copy must be signed and returned to the library before the room is used. Payment must accompany the completed form. **Make checks payable to the Richard Salter Storrs Library.**

The Betty Ann Low Meeting Room is available during the following hours subject to library functions: Monday-Wednesday 10:00 a.m.-8:00 p.m.; Thursday & Friday, 10:00 a.m. - 5:00 p.m.; and Saturday 10:00 a.m. - 4:00 p.m. Profit-making events are not permitted.

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

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Program or subject of meeting (describe briefly): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following technology equipment is available for use. Please circle to borrow from Library. SMART BOARD APPLE TV

DVD PLAYER IPAD CHROMEBOOK SURROUND SOUND WIRELESS HEADSET WIRELESS MICROPHONE

Anticipated Attendance: \_\_\_\_\_ Will the meeting be open to the general public? (please circle one) YES NO

Will a fee be charged? Please explain: \_\_\_\_\_

Will refreshments be served? (please circle one) YES NO If yes, what type?

\_\_\_\_\_

\* Signature of Authorized Officer: \_\_\_\_\_

**\* PLEASE NOTE: WHEN SIGNED BY THE AUTHORIZED OFFICER, THIS APPLICATION SIGNIFIES AGREEMENT TO ABIDE BY THE REGULATIONS LISTED ON THE BETTY ANN LOW MEETING ROOM POLICY STATEMENT.**

Approved by \_\_\_\_\_ Date: \_\_\_\_\_  
Director, Richard Salter Storrs Library