



Preston Public Library

Library Phone: 860-886-1010

Email: 389Prestonreads@gmail.com

Hours: Mon, Wed, & Fri 10 am to 4 pm ~ Thurs 10 am to 7 pm ~ Sat 10 am to 2 pm

Meeting Room Application

Complete and return application in person. Your submitted application is not a reservation until you receive confirmation from the Library. Room requests will be honored on a first come first served basis. Please read the Meeting Room Policy and remember to take any garbage and/or paper goods with you at the end of your program. Please return tables and chairs to their original setup before leaving.

Date of Request: _____

Date(s) room needed: _____

Time room needed: From: _____ To: _____

Number Attending: _____

Meeting Room (sits 26 people maximum): _____

Name of organization: _____

Address of organization: _____

Phone: _____ Fax: _____

Email: _____

Contact Name: _____

Purpose of Meeting:

Equipment Requested (please circle): 6-ft Tables Chairs Podium LCD
Projector (No Macs) Other

Room Set-Up Requested:

(Room set up is limited by staff availability and is not guaranteed. Please arrive 15 minutes in advance to ensure proper room set-up.) If the public health climate changes the library may reschedule or cancel use of meeting rooms. Thank you for your cooperation.

When signed by an authorized officer or representative, this application signifies agreement to abide by the regulations in the Preston Public Library meeting room policy. Meetings held at the Preston Public Library are open to all. All contact information is available to the public.

As Authorized officer or representative, I am responsible for any damage or stolen property of the Preston Public Library as a result of this meeting.

Signature of authorized officer or representative: _____

Drivers' License Number: _____

Approved by: _____ for Preston Public Library

Date: _____

Revised 9/11/2023