

**KENNEBUNK FREE LIBRARY
MEETING ROOM RESERVATION APPLICATION**

The Kennebunk Free Library provides meeting space to individual community members and to community and non-profit groups for meetings that are educational, intellectual, cultural, charitable, civic, or recreational in nature. The use of the meeting room shall be in accordance with all Library policies and procedures.

This Meeting Room Reservation Application form should be filled out, signed, and returned to the Kennebunk Free Library in any of the following manners:

- Fax: 985-4730
- Email: reservations@kennebunk.lib.me.us
- Mail: 112 Main Street
Kennebunk, ME 04043;

➤ Contact Information

Name of Individual/Organization: _____

Contact Name: _____

Address: _____

Telephone: _____

E-Mail: _____

Other Organizations affiliated with this request, if any: _____

Non-Profit? Yes _____ No _____

➤ Meeting Information

Description/Purpose of Meeting: _____

Time Need (include set up and take down time) _____

Date of Meeting: _____

Estimated Number of Participants: _____ (Note: Fire Code limits to 35)

Refreshments served? Yes _____ No _____

Equipment Required? Yes _____ No _____

If so, what? _____

Please complete both sides of this application

Please draw a diagram in the space below indicating how you would like the room set up.

Hourly Room Charge (Check rate that applies):

- _____ For-Profit Groups: \$25.00 /2 hours
- _____ Individuals: \$25.00 /2 hours
- _____ Tutoring: Free of Charge
(provided that no fee is charged)
- _____ Non-Profits: \$20.00 for up to 2 hours, \$10.00/hour
for each additional hour or part thereof¹

I have read the Meeting Room Use Policy and the Meeting Room Use Procedures. My request to use the Library's meeting room is based on my full understanding and acceptance thereof. If this application is approved, I will assume personal responsibility and/or have authority to bind my organization for use of the meeting room, as outlined in said policy and procedures.

Date: _____ Signature: _____

| | |
|--------------------------|-----------------------------|
| Library Use Only: | |
| Approved _____ | |
| Rejected _____ | |
| Date: _____ | Signature: _____ |
| | Library Director |
| Notified Contact? _____ | Date of Notification: _____ |

¹ May be waived at the Library Director's discretion.