

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

- Fax: 207-985-4730
- Email: reservations@kennebunklibrary.org
- 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 _____ If yes, please attach proof of status

➤Meeting Information

Date of Meeting _____

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

Description/Purpose of Meeting _____

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

Refreshments Served? Yes _____ No _____

Please complete both sides of this application

➤Room Set Up: Please draw a diagram in the space below if you would like the room set up a certain way. There are six 6' long rectangular tables, each fitting up to 7 chairs, that may be available if requested. A podium, projector, microphone, and screen are also available.

Equipment Required? Yes _____ No _____

If so, what? _____

Hourly Room Charge (Check rate that applies):

- | | | |
|-------|--------------------|---|
| _____ | For-Profit Groups: | \$25.00 for 2 hours |
| _____ | Individuals: | \$25.00 for 2 hours |
| _____ | Non-Profits: | \$20.00 for up to 2 hours, \$10.00/hour for each additional hour or part thereof ¹ |
| _____ | Tutoring: | Free of Charge
(provided that no fee is charged) |

I have read the Meeting Room Use Policy and the Meeting Room Use Procedures, a copy of which I have received. 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
Deposit _____	Paid in Full _____
Notified Contact? _____	Date of Notification: _____

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