

MEETING ROOM RENTAL APPLICATION

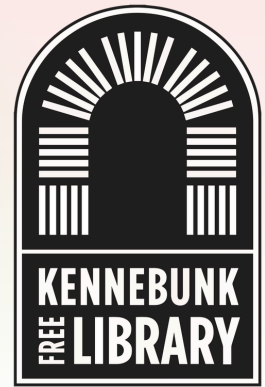
Rates:

For Profit Groups: \$35 for 2 hours

Individuals: \$30 for 2 hours

Nonprofit Groups: \$20 for up to 2 hours/\$10 per additional hour (proof of status required)

Tutoring: Free of charge if tutor is not charging fee



Applicant Information

Name:

Phone:

Organization:

Email:

Address:

Other organizations affiliated with this request:

Rate that applies (see above):

Meeting Details

Date:

Purpose of Meeting:

Start Time:

End Time:

Estimated Number of Attendees:

Room Preferences

Please indicate any specific features required:

- **Refreshments Served:** (Yes, No)
- **Requested Equipment:** (Projector, Podium, Microphone, Television)
- **Number of Tables/Chairs:**

Additional Requirements

Please specify any additional requirements or special requests:

I have read and agree to the Meeting Room Use Policy.

Signature:

Date:

Contact Information:

For any inquiries or to submit applications, please contact Sarah Thompson at reservations@kennebunklibrary.org or 207-985-2173 x100.

All applications are subject to approval by the Executive Director.