Abington Public Library
Meeting Room Application Form

Please contact the Library with your request at ablib@ocln.org or call 781-982-2139 to confirm availability. Submission of this form without contact with a library staff member does not guarantee a booking for your requested date.

Name of Organization:_____

Purpose of Organization:_____

Chairperson / Event Planner:_____

Contact Person for this Meeting:_____

      Title:_____

      Address:_____

      Email:_____

      Best Telephone Number:_____

Date Requested:_____

Times: Starting:_____   Ending_____

      Meetings may begin when the Library opens; however, access to the meeting room also begins at library opening. The meeting room must be vacated no later than 15 minutes before library closing.

Equipment Needed:

      Projector:_____Screen:_____Sound System:_____

      Number of tables:_____Number of chairs:_____Tables must be covered if used for crafts.

I have the read the meeting room policy and agree that the _____ organization will abide by them and accept responsibility for any damage incurred. It is also understood that the library does not maintain special insurance coverage and may not be held responsible for any damage to items belonging to the organization or its members.   Any violation of the meeting room policy may result in revocation of meeting room use for a period of time to be determined by the severity of the infraction.

Signed:_____

Date:_____