



Norwalk Public Library Meeting Room Application

Submit to:

Norwalk Public Library,
1 Belden Ave., Norwalk, CT 06850
Fax 203-857-4410. nplroombookings@yahoo.com

Before filing out a room application call the library at 203-899-2780 x15121 for room availability. Leave a message with your name, phone number and the preferred date & time of the event. We will check the room availability and return your call as soon as possible.

DAY / Date / hours of use:

Room / space being booked (circle one):

- **Main Library:**
Auditorium Chess Room Conference Room Computer Lab (staff only)
Children's Activity Room Lower Level
- **South Norwalk Branch Library**
Community Room

Title of Event (or purpose of meeting or main speaker's name):

Name of Sponsoring Organization:

Organization Website URL:

Organization is: For profit: _____ Nonprofit: _____

Organization REPRESENTATIVE NAME, title and PHONE AND FAX, e-mail, if avail.:

Mailing address:

Charging admission? N / Y If yes, how much?

Selling products or services or soliciting customers? N / Y If Yes, what?

Private booking/purpose?

Room rental fee: Full amount due in advance

Received date/amount: _____

Expected attendance:

Room arrangement:

Number of chairs / arranged how?:

(Use space to illustrate if necessary)

Number of tables / arranged how?:

(Use space to illustrate if necessary)

Refreshments ? If yes, describe. Need tables / coffee pots? Mr. Coffee machine or 30-40 cup urns? We have 2 of each. Describe:

Other equipment needed?

Library can provide: (circle selections)

Slide projector. Video projector (projects onto screen). Screen. Easel with paper.

Reversible chalk/marker board - 4'x6'. Reversible marker/bulletin board - 3' x 4'.

VCR/TV on cart. Overhead projector. Microphone. Podium. Stage.

Computer projector (by special arrangement). Laptop computer (by special arrangement)

Date of application:

I agree to the Norwalk Public Library's Meeting Room Policies and agree to pay room rental fees, if applicable, as well as charges for damages, if any, and overtime charges as agreed upon in advance.

Signature (event organizer):

Library Representative Signature:

Copies of application distributed to:

Building Services

Circulation Department

Main Children

South Norwalk Branch Library

NPLS IT Dept