

APPENDIX E  
APPLICATION FOR ROOM USE

Any non-profit organization may apply to use the Epsom Public Library's meeting room(s). Our central location, ample parking, attractive meeting space and friendly staff make the Epsom Public Library the setting of choice for numerous meetings each year. We enjoy hosting these meetings and interacting with the many folks who attend. Please note that no admission fee may be charged when using the library meeting room.

We hope you will find our meeting room guidelines sensible and easy to follow. We provide a vacuum and cleaning supplies for you to use to clean the meeting room after your meeting.

**What you will need to bring:**

1. Your own photocopies or pay 15 cents per copy to use the library's photocopier.
2. Your own supplies: markers, flip charts, manila folders, etc.
3. Your own food, beverages, cream and sugar, cutlery and paper goods.
4. If you want the room set up in a specific way, please arrive early enough to set up the room the way you like it or appoint someone else to do it for you.

**After your meeting, before you leave:**

1. Please clean the room. Bag all your trash, vacuum the carpet, and pick up all of your meeting items.
2. Return the meeting room to the way you found it.
3. Close and lock all windows.
4. Heat and air conditioning will be regulated by library staff – DO NOT TOUCH.
5. Make sure to lock the back and side doors before you leave. If you hold a night or weekend meeting, lock the side doors, and turn off the lights. (NOTE: No switch for the 24-hour lights).
6. Take away the items you brought in with you.

**MEETING ROOM CONFIRMATION INFORMATION**

**If you must cancel, please contact us at 736-9920 as soon as you are aware of the change.**

Date of request: \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Organization/Department: \_\_\_\_\_

Person Responsible for Room Reservation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Number of people attending: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Administrative Initial: \_\_\_\_\_

## Epsom Public Library Meeting Room Checklist

After your meeting, please complete the following tasks, initial the checklist and leave it with the appropriate staff person (see bottom of checklist), or leave in the room if the Library is closed.

\_\_\_ Room: Set up in original fashion.

\_\_\_ All windows are closed and locked.

\_\_\_ Heat and air conditioning will be regulated by Library staff – DO NOT TOUCH.

\_\_\_ Lights turned off if you're closing up after hours. (NOTE: No switch for the 24-hour lights.)

\_\_\_ Main door locked if after hours/weekend.

\_\_\_ All meeting items and trash should be removed from meeting room (extra handouts, food, boxes, equipment) and taken from the premises.

\_\_\_ Carpet vacuumed (cleaning supplies are provided).

How many people attended your meeting? \_\_\_\_\_

Name of Person Responsible for Use of Room: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to: \_\_\_\_\_

Thank You,  
Epsom Public Library