

Trumbull Library System Meeting Room Reservation Form

Main Library
33 Quality Street
Trumbull, CT 06611
(203)452-5197

Fairchild-Nichols Memorial Library
1718 Huntington Turnpike
Trumbull, CT 06611
(203) 452-5196

Check room desired

Hawley-Nichols Community Room
 Kiwanis Conference Room
 Merwin Room

Fairchild-Nichols Community Room

Name of Organization Responsible: _____

Non-Profit For Profit

Contact Person: _____

Active Library Card Number: _____

Phone: _____ Email: _____

Adult Representative having supervision of activity: _____

Address: _____

Phone: _____ Email: _____

Is this a one time event? If so, indicate:

Day/Date: _____ Time: _____

If this is a reoccurring event, indicate frequency:

Weekly

Specific pattern (i.e. 1st Monday of each month) _____

Series pattern (i.e. four programs...dates/times) _____

Purpose of Meeting(s) _____

Expected Attendance: _____

Please specify equipment needed: Piano Microphone Projector

Sound System (Projector and Sound System will incur equipment cost)

Other: _____

Refreshments:

_____ No
_____ Yes Describe briefly _____

_____ Kitchen _____ Tables (Indicate # _____) _____ Chairs (Indicate # _____)

Fee due to Library \$ _____

Describe briefly room set up requested:

The Library reserves the right to make room assignments based on priority use (Library programming 1st; non profit groups 2nd; profit groups 3rd) and will assign rooms based on size, priority usage and will honor requests whenever possible.

In making this application we hereby agree to comply with the rules and regulations of the Library Board of Trustees governing the use of this room, to take the utmost care in the use of Library property, to make good any damage to or loss of Library property arising from our occupancy of any portion of this building.

An organization may be denied further use of this facility for permitting misuse of it or for violating these rules.

A before/after hours fee will immediately incur should the organization need to arrive before opening or stay after closing of the library. The before/after hours fee is the regular room rate for the given room as shown in the fee schedule.

The Trumbull Library System, the Board of Trustees, the Town of Trumbull, the Library Director, employees and volunteers assume no responsibility for loss, theft, or damage to any property or individual using the Library's meeting rooms or kitchen facilities, and in addition assume no responsibility for the personal injury (including death) of any individual using meeting rooms.

Signed

Date

"In accordance with the General Statutes of Connecticut, Section 11-23, The Trumbull Library System Board of Trustees shall make and adopt bylaws, rules and regulations for the government of the library and reading room."

Reviewed and adopted by the Trumbull Library Board of Trustees – Effective July 1, 2017