

Forbes Library Meeting Room / Study Room Reservation Form – May Be Duplicated

Forbes Library
20 West Street, Northampton, MA 01060
Phone 413-587-1011, Fax 413-587-1015

Reservation Date: _____

Time: From ____:____ AM/PM to ____:____AM/PM

Circle room requesting: Watson Room Community Room Study Room

Name of Organization/Group: _____

Telephone _____ Email _____

Representative/Contact _____

Mailing Address _____

Is this event open to the public? Yes No

If so, please give a short description of the event. We will post this at www.forbeslibrary.org

Program start time: ____:____ AM/PM Program end time: ____:____AM/PM

List any A.V. equipment needed: _____

Are you a non-profit organization? Yes No

Estimated number of people: _____

Number of chairs requested: _____ Number of tables: _____

Having read the Meeting Rooms Use Policy / Study Room Policy (circle one), my group agrees to abide by said policies and the undersigned agrees to be personally responsible for any infractions thereof and to assume all responsibilities indicated in the regulations.

Signature: _____

Name: (please print) _____

Address: _____ Phone: _____

Approved by: _____ Date: _____