

Field Memorial Library Program and Event Space Application

Contact: Phoebe Hynes, Library Director, 413-369-4646, email
director@fieldmemoriallibrary.org

Please complete all relevant fields:

Group or Organization_____

Contact Person_____

Telephone _____

Email_____

Organization/Group Type? ___ Non-Profit ___ Individual ___ Business ___ Educational ___

Description of event or program _____

How many people do you expect will attend? _____ (50 person maximum)

Is the event open to the public? ___ Yes ___ No

Will refreshments be served? _____

What equipment will be needed?_____

Date(s) of event or program_____

Notify Library promptly of any scheduling changes or cancellations

Arrival Time_____ Departure Time_____

Please allow time for setting up and cleaning up the space

Would you like to reserve the community room downstairs or the reading room areas upstairs?

I have read the Programming and Event Space Reservation Policy and agree to abide by it.

Applicant signature_____