

# MEETING ROOM APPLICATION

## JOHN CURTIS FREE LIBRARY HANOVER, MA

We look forward to having you present at the John Curtis Free Library. In order to ensure adequate publicity, we will ask that we receive all documents at least 4 weeks before your event. We prefer that you send all the information in **one email** to the Library Director ([vjohnson@ocln.org](mailto:vjohnson@ocln.org)) or send it via mail to Virginia Johnson, Library Director, John Curtis Free Library, 534 Hanover Street, Hanover, MA 02339

1. Full name of the performer/presenter: \_\_\_\_\_

2. Program title: \_\_\_\_\_

3. Date/Time of the presentation: \_\_\_\_\_

4. Time of arrival (set up time by the performer): \_\_\_\_\_ Cost: \_\_\_\_\_

5. Website or blog address (if available): \_\_\_\_\_

6. Name on the check for payment: \_\_\_\_\_

7. Address for payment: \_\_\_\_\_

\_\_\_\_\_

8. E-mail address: \_\_\_\_\_

9. Phone: \_\_\_\_\_

10. Your technology and equipment needs (i.e. microphone, projector, etc.).

\_\_\_\_\_

\_\_\_\_\_

11. Please supply us with a brief description of the program for use in promoting the event.

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\_\_\_\_\_

\_\_\_\_\_

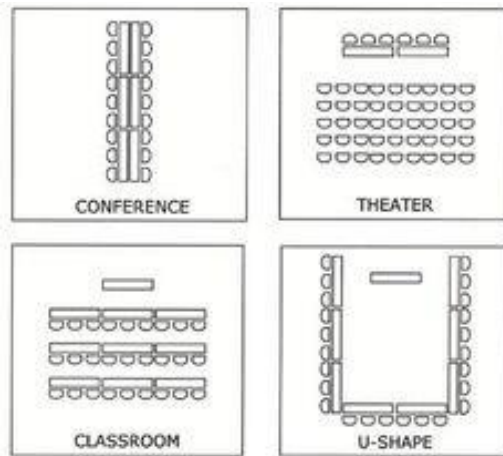
12. Please provide a brief bio for use in promoting the event. Is there a link to a photograph of the presenter and/or program?

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13. Set up for the room: Please circle which set-up that you prefer.



***I have read the Library's Meeting Room Policy Statement and agree to abide by the guidelines established by the Board of Library Trustees or designee.***

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*Signature*

*Date*