

**Bridgeport Public Library Beardsley Branch**  
2536 East Main Street, Bridgeport, CT 06610  
203-332-0025

**Hours of service effective 3/18/23**  
Monday & Wednesday 10 am- 6pm  
Tuesday & Thursday 12 pm- 8 pm  
Friday & Saturday 10 am- 5 pm

**APPLICATION FOR USE OF MEETING ROOMS AT BEARDSLEY BRANCH**

The meeting rooms are available during regularly scheduled Library hours and must be vacated fifteen (15) minutes prior to closing time. The Community Room can accommodate eighty (80) people. The Collaboration Hub can accommodate six to ten (6-10) people. Light refreshments may be served in the Community Room. This form must be completed and returned to the Library prior to using the meeting rooms or lobby tables. Room use data will be submitted to the information desk upon completion of the program.

**Name of Organization:** \_\_\_\_\_

**Person Responsible for Program:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Purpose of Meeting or Event:** \_\_\_\_\_

**Date of Your Meeting or Event:** \_\_\_\_\_

**Time of Your Meeting or Event (please list beginning and ending times):** \_\_\_\_\_

**Room Requested:** [ ] Community Room [ ] Collaboration Hub

**Number of People expected:** \_\_\_\_\_

**Equipment Needed:** #Chairs #Tables [ ] DVD Player [ ] Projector  
[ ] Laptop [ ] Podium with microphone [ ] Speaker

(Please specify and check with staff in advance to see if available)

**The person signing this form must be in attendance at the event, has read, understands and is responsible for the observance of the Collaboration Hub and Community Room Guidelines attached. Violation of meeting room policies can result in termination of the meeting. This form must be completed and signed prior to the program. Once approved, your meeting will be confirmed by email. Groups are responsible for setting up, cleaning and putting back provided chairs and tables.**

Your signature: \_\_\_\_\_

Date: \_\_\_\_\_

Library Signature: \_\_\_\_\_

Date: \_\_\_\_\_