

Bridgeport Public Library
925 Broad Street, Bridgeport, CT 06604
203-576-7400
burroughsrooms@bridgeportpubliclibrary.org

HOURS OF SERVICE effective 9/5/19
Monday & Tuesday 10 am - 6 pm
Wednesday & Thursday 12pm-8pm
Friday & Saturday 10 am - 5 pm

APPLICATION FOR USE OF MEETING ROOMS AT BURROUGHS-SADEN LIBRARY

The meeting rooms and lobby tables are available during regularly scheduled Library hours and must be vacated fifteen (15) minutes prior to closing time. The 3rd Floor Community Room can accommodate fifty (50) people. The 1st Floor Room off the Teen Café can accommodate two-hundred (200) people. Light refreshments may be served. There are no kitchen facilities available at this site. 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 second floor reference 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 Requester **1st Floor** **3rd Floor** **Number of People expected** _____
 History Room **Lobby table**

Equipment Needed: #Chairs **#Tables** **DVD Player** **Projector**
 Laptop **Proj. Screen**
(Please specify and check with staff in advance to see if available) **Microphone** **Speaker**

The person signing this form must be in attendance at the event, has read, understands and is responsible for the observance of the Meeting 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 an email from our Evanced Booking Program.

Your Signature _____

Date

Library Signature _____

Date