



Aldrich Facilities Application Form

6 Washington St.

Barre, VT 05641

802 - 476 - 7550

aldrichpubliclibrary.org

circulation@aldrichpubliclibrary.org

We are pleased to welcome you and your group to the Aldrich Library.

Please read the library's Meeting Room Policy and fill out this application completely before signing.

Name of organization: _____

Type of organization:

Commercial • \$50 Fee

Private • \$50 Fee

Non-Profit • Free: Tax-exempt # _____

Fees to be paid in advance of event. Donations are appreciated at anytime.

Contact person: _____

Mailing address: _____

Telephone #: _____ E-mail address: _____

Choice of room:

Milne Community Room (lowest floor – seats up to 125)

Conference Room (top floor – seats up to 12)

Date requested: _____

Start time: _____ End time: _____

Estimated number of people who will attend: _____ Adults _____ Children

Equipment needed:

Users are responsible for setting up and putting away equipment and removal of waste materials.

Chairs _____

Projection screen

Microphone

6' tables _____

VHS player

Overhead projector

Card tables _____

DVD player

Podium

Computer hook-up

I certify that I have read and agree to abide by the terms set forth in this application and the Library Use Policy.

Signature: _____

Date: _____