



Drop off at the library, or scan and email to [meetings@flintpublib.org](mailto:meetings@flintpublib.org), or mail to:  
Flint Public Library  
1 South Main St.  
Middleton, MA 01949  
Attn: Meeting Room Reservations

Fill out the form below to request the use of a Flint Public Library Meeting Room. A reply confirming or denying the request will be sent within two (2) business days. To guarantee availability, please book in advance.

Name of Contact Person (First and Last)

E-Mail :

Phone & Fax Number (if applicable) :

Today's Date :

Day and Date of the Event :

Address :

Start Time :

End Time :

Expected Attendance :

Name of Organization :

Title, Subject, Purpose of Meeting :

Each side of the Beverly Hospital Meeting Room will be set-up with two 8' tables and 12 chairs. The Trustees Meeting Room has one stationary 8' table and 11 chairs. Please read the Public Meeting Room Use Policy for set-up and takedown information.

Does your group require a specific setup of tables and chairs? Please describe it on the back of this form.

Is the use of Library equipment needed? Please check all that apply. (NOTE: Bluetooth speakers, a presentation clicker, and adapter kits are also available to borrow at the circulation desk).

Projector

Microphone

Speakers

Cables

Kitchen

Signature of Applicant and Responsible Person

**Eligibility for use of meeting facilities requires all of the following to be checked:**

\_\_\_\_ I have read and will comply with the Library's Public Meeting Room Use Policy.

\_\_\_\_ Our meetings will be open to the public.

\_\_\_\_ We will leave the facilities exactly as we found them, in accordance with the policy guidelines.

\_\_\_\_ I understand that, while using the meeting rooms, no admission may be charged and no products or service may be advertised, solicited, or sold.

\_\_\_\_ I will notify the Library 24 hours in advance of cancellation.

\_\_\_\_ I understand that failure to comply with the Library's policies may result in the loss of use of the meeting facilities.