



southburlington
PUBLIC LIBRARY

Meeting Space Reservation Request

South Burlington Public Library - 155 Dorset Street, University Mall - 802-846-4140

Please complete and email this form to jmurray@southburlingtonvt.gov

The room may only be reserved up to 3 months in advance.

Title of Event or Meeting _____
Contact Person _____
Organization _____
Address _____
Email _____

Best Phone _____ Is this a non-profit group? Yes No

Event Date(s) _____

Number of Attendees _____

Do you need a Laptop Projector?

Requested Set Up Time _____ Start Time _____ End Time _____

Will there be catering/food for this event? Yes No

I have read the Facility Rental & Usage Policies and Procedures and agree to follow the guidelines listed therein. Please note that the contact person listed on this form is responsible for room set-up prior to the event and clean-up sufficient to return the space to its original condition. This includes removal of all food, drinks and materials.

Signature of Applicant _____ Date _____

Request Approved and Confirmed _____
Staff Initials _____ Date _____

Individuals and for-profits are required to lease the space at the following rate:
Minimum 2 hour use \$25.00. Half day use \$50.00. Full day use \$100.00.
Payments can be made via credit card or by check after reservation is confirmed. Checks should be made out to *The South Burlington Public Library*

Payment Received _____
Staff Initials _____ Date _____

Additional Notes: