

Town of Colchester
Cragin Memorial Library
Phone: 860-537-5752

Email: aturner@colchesterct.gov

Hours: Mon, Wed, & Thu 10 am to 8 pm ~ Tue 10 am to 5 pm ~ Fri & Sat 10 am to 4 pm

Meeting Room Application

Complete and return application in person or by e-mail to **Alexis Turner (Circulation Supervisor)**. Your submitted application is not a reservation until you receive confirmation from the Library's meeting room coordinator. Generally, specific room requests will be honored but may be changed in order to accommodate as many groups as possible. Please read the Meeting Room Policy and remember to take any garbage and/or paper goods with you at the end of your program. Please return tables and chairs to their original setup before leaving. Repeated cancellations or unused reservations will result in denial of meeting room use. Meeting room set up is the responsibility of the group using the room and organizers are responsible for setting up tables and chairs to suit the needs of the meeting.

Date of request: _____

Date(s) room needed: _____

Time room needed: From: _____ To: _____ Number Attending: _____

Specific room desired: ☐ Norton A (60 seats) ☐ Norton B (24 seats) ☐ Norton A & B
 ☐ Zagray Room (12 seats) ☐ Local History (2 seats) ☐ Conf. C (6 seats)

Name of organization: _____

Address of organization: _____

Phone: _____ **Fax:** _____ **Email:** _____

Contact Name: _____

Purpose of Meeting: _____

Equipment Requested (How many tables or chairs/will you need listed equipment?):

____ 6-ft Tables ____ Chairs ____ Podium ____ Whiteboard ____ Portable Screen with HDMI Hookups

Norton A only: ____ Projector ____ DVD/CD Player

Will refreshments be served? (please circle): Y / N

If yes, please specify: _____

Signature of authorized officer or representative: _____

When signed by an authorized officer or representative, this application signifies agreement to abide by the regulations in the Cragin Memorial Library meeting room policy. ***Meetings held at the Cragin Memorial Library are open to all. All contact information is available to the public.***

Approved by: _____ for Cragin Memorial Library Date: _____