

DOVER PUBLIC LIBRARY
Meeting Room Application

Meeting rooms are available during regular library hours.

NAME OF GROUP _____

CONTACT PERSON _____

Address: _____

Phone: _____

E-Mail _____

FOR PROFIT

NON-PROFIT

DATE OF APPLICATION: _____

DATE(S) REQUESTED: _____

TIME REQUESTED: _____

NUMBER OF ATTENDEES: _____

PLEASE CHECK OFF THE FACILITIES REQUIRED

Lecture Hall (maximum 90 people) _____

Trustees Room (maximum 12 people) _____

Head Speakers Table _____

Podium/Lectern _____

Amplification/Speaker System _____

Television/DVD player/VCR _____

Overhead Projector _____

Please indicate any special seating or table arrangements:

Groups using the kitchenette or coffeemaker will be responsible for clean up. To provide space to as many groups as possible, no group may meet more than one evening a month or more than twelve evenings a year. Please remember sounds travels! Please enter and exit the building quietly.