



The Reuben Hoar Library

Serving Littleton since 1887

Meeting Room Application – revised 5-10-2012

Organization Name: _____

Description of Organization: _____

Purpose of Meeting: _____

Room Requested:

____ **Couper Room** Capacity 50. Meetings can be held when the library is closed.

____ **Small Meeting Room** Capacity 10. Only available during hours the library is open.

____ **Small Conference Room** Capacity 6. Only available during hours the library is open.

I have read and initialed the meeting room policy found on the opposite side of this page and agree to abide by the rules and regulations for the room use.

Signature of Contact Person

Date

Contact Person's Name _____

Address _____

Telephone _____ E-mail _____