Application for Access and Use of CML Activity Room

“Only organizations able to present a current Certificate of Liability Insurance may reserve the Activity Room.”

The Activity Room of the Clapp Memorial Library is, on occasion, available for use by established Belchertown non-profit and community groups, when not being used by the Library. It is only available during regular Library hours. Library use always overrides other requests. The room may not be reserved more than two months in advance.

Name of Organization: ________________________________________________

Contact Person: _____________________________________________________

Address: ______________________________________________________________________________________________________________________________________

Telephone No. Day_________________________Evening_______________________

E-Mail:____________________________________________________________________________

Briefly describe the nature of your program:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Is this a non-profit organization? ______________________________________________

This program would take place: Date:_______________________________________________

Beginning Time: _____________________ Ending time:_____________________________

Estimated Attendance: ______________

I understand that it is my responsibility to return the room to the condition and arrangement in which it was found.

___________________________________________ ________________________________
Signature/Title Date

___________________________________________ ________________________________
CML Approval Date

Applicant I should be notified within 7 days of submission.