



FACILITIES USE APPLICATION GRAY PUBLIC LIBRARY TOWN OF GRAY MAINE

For Office Use Only
Date Received: _____
Received by: _____

In an effort to insure success and smooth operation for your event at Town Hall, the building administration department would like the following information:

LOCATION

Large Meeting Room – Capacity 50

Small Meeting Room – Capacity 25

*If other or outdoors, please specify location:

APPLICANT INFORMATION

Name		E-Mail Address	
Street Address		City/State/Zip	
Home Phone		Cell Phone	

EVENT

Organization/Group			
Type of Event			
Start Date		End Date	
Start Time		End Time	
Expected number of attendees			

OTHER REQUIREMENTS

Does the meeting start outside of regular library hours? Yes No

Will you be using electrical appliances? Yes No Explain:

Will you need special seating/chairs? Yes No Where?

NOTES/COMMENTS

What else do we need to know to help make your event a success?

Please submit this form 2 weeks prior to your event(s) of no more than 2 week duration, and 4 weeks in advance of any event that will occur regularly for more than 2 weeks. All applications **MUST** be approved by the Scheduling Administrator and will be considered by priority level and date of application on the basis of availability of requested space.

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Date Application Submitted _____ Reservation is Approved Denied

Signature of Scheduling Administrator _____

Comments _____