



Hopkinton Town Library: Room Reservation Form

Date: _____(this form must be updated annually)

Name of Group: _____

Contact Person: (must be a Hopkinton resident) _____

Address: _____

Phone: _____ Email Address: _____

Room Requested: Bates Community Room_____

 Local History Room_____ (Room Use must start when
 library is open)

Purpose of Meeting and numbers
expected: _____

Requested Dates (with times including time needed for set up and clean up):

I have read the Hopkinton Town Library's Meeting Room Policy and understand the conditions under which it may be used and that failure to comply will result in cancellation of or refusal of future reservations.

Signature of Responsible Person and

Date: _____

Library Director's Signature and

Date: _____

Checklist for Users of Hopkinton Town Library

Meeting Rooms

- Tables and chairs and any other items used are put away. (Note: one table and six chairs should always be left up in Community Room.)
- Kitchen is cleaned up and any food used has been removed.
- All doors and windows are locked including porch door and double doors in Community Room.
- If Allen Key was used to unlock front door, be sure that door is locked.
- If heat was activated, please deactivate
- If library is open, check out with staff and hand in signed checklist and keys if you have them.
- If library is not open, return keys and signed checklist in bag provided in book drop.

Signed: _____ Date: _____

Print Signature: _____

Organization Name: _____

How Many People Attended Your Event? _____

Comments?

Staff Use Only:

Date Keys Picked up: _____ Key Number: _____ Staff Member Initials: _____ No Keys Needed: _____

Date Keys Returned: _____ Staff Member Initials: _____ Condition of Room Checked: _____