

The Boston Public Library



700 Boylston Street, Boston, Massachusetts 02116 • www.bpl.org

Special Events Office • 617.859.2212 • events@bpl.org

Meeting space at the Boston Public Library is available to non-profit and community groups and organizations for meetings and programs that are educational, philanthropic, or civic in nature. The use of the facilities shall be in accordance with the policies and procedures set by the Trustees of the Boston Public Library.

This application form should be filled out, signed and returned to the appropriate library for review **at least 3 weeks** in advance. Once your form has been processed you will be contacted, and a confirmation sent upon final coordination. After-hours requests require a fee to be paid by the requesting organization.

Contact Information

Organization: _____

Billing Address: _____

(Street)

(City)

(State)

(Zip Code)

Organization Contact: _____

(First)

(Last)

(Title)

Telephone: _____

Email: _____

Meeting Information

Library Location: _____

Library Space: _____

Library Contact Person: _____ **Phone Number:** _____

Title of the Program: _____

Description: _____

Preferred Date of Program: _____

Start Time: _____

End Time: _____

Number of Attendees: _____ **Is this meeting free and open to the public?** _____

I have read the [Meeting Room Use Policy](#) and have made a request for the use of space at the Boston Public Library based on full understanding and acceptance of this policy. If this request is approved, I will assume personal responsibility for the discipline and reasonable care of the library and equipment therein during my organization's use of the space in connection with this application. **I understand that after-hours requests will require a fee of no less than \$360, to be determined by the Library based on request.**

Signature: _____

Date: _____