



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

Special Events Office | 617.859.2212 | events@bpl.org

Branch Library Meeting Room Request

Meeting space at the Boston Public Library is available to designated non-profit groups and organizations for meetings 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. ***Please note: After-hours requests require a fee to be paid by the requesting organization***

Contact Information

Organization: _____

501(c) Tax ID Number : _____

Address: _____

(Street)

(City)

(State)

(Zip Code)

Organization Contact: _____

(First)

(Last)

(Title)

Telephone: _____

Email: _____

Meeting Information

Library Branch Location & Contact: _____

Title of the Program: _____

Description: _____

Preferred Date/Time of Program: _____

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 no less than \$400, to be determined by the Library based on request

Signature: _____

Date: _____

BPL Approval: _____

Date: _____