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| **Aldrich Public Library** **\* 6 Washington Street \* Barre, VT 05641 \* 802-476-7550** |
| Organization : |  |
| Contact Person : |  |
| Address : |  |
| Phone Number : |  | Email :  |  |
|  |
| **Reservation Request :** |
| Room : |  | Milne Room | **(Seats up to 125)**. Standard amenities include tables and chairs, podium, and projector. Microphone set up available upon request. *Use of library laptop, piano, and/or kitchenette considered on a case by case basis.* |
|  |  | Conference Room | **(Seats up to 12).** Standard amenities include conference table and chairs, podium and flat-screen TV. *Use of library laptop and/or kitchenette considered on a case by case basis.* |
|  |  | Parent Room | **(Seats up to 4).** Standard amenities include a small table and chairs.*Use of library laptop considered on a case by case basis.* |
|  |  | Vermont Room | Director Approval Required. **(Seats up to 24).** Standard amenities include tables and chairs. *Use of library laptop, flat-screen TV and/or kitchenette considered on a case by case basis.* |
| Date :  |  | Time :  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | to | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | *Please include set up and clean up time in request* |
|  |
| **Meeting Information** |
| Meeting Name : |  |
| Audience: | \_\_\_ Open to public\_\_\_ Private event ($25) | Fee associated w/ attendance? |  Yes ($25) No |
|  |
| Seating Required:*Milne room only.* | \_\_\_\_\_\_\_\_\_ Tables (Round or Rectangle) | \_\_\_\_\_\_\_\_ Chairs |
| Additional Amenities*Circle all that apply.* |   Podium Laptop   TV ProjectorAvailable in the Milne Room by request: Kitchenette Microphone Piano |
|  |
| **OFFICE USE ONLY** |
| Reservation Confirmed : |  | Mary Ellen | Library Role: | CoordinatorPartnerHost |
|  | Garrett |
|  | Ian |
|  | Nick |
|  | Loren |
| Price : |  | Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |