

Moretown Memorial Library
Facilities Request Form

Name of group/organization:

Phone:

Email:

Date(s) requested:

Hours needed:

Number of adults in attendance:

Number of juveniles in attendance:

Person responsible for the key:

The Moretown Memorial Library may be used for meetings when it is not open as a library. The library is available for groups or organizations of a civic, cultural, or informational nature that are free of charge. It is not open for social, political, religious groups or for the benefit of private or business purposes.

We do not have a custodian, so we ask that groups remove their garbage and leave the room as clean as it was found. You may set up the folding tables and chairs as needed, but put them away before you leave. Please turn the heat to "L"ow, shut off all lights and lock up before leaving.

The key may be picked up during working hours. Please place the key in the book slot after locking up.

You may schedule your meetings for the calendar year. Reservations are made on a first come, first serve basis.