Falmouth Public Library Meeting Room Use Application and Agreement Form

ALL FIELDS ARE REQUIRED

Name of Organization*

Type of Organization*

Address of Organization*

Purpose & Description of Meeting to be Displayed in Events Calendar*

Contact Person for the Organization*

E-mail address* (contact information to be displayed on calendar)

Are You a Falmouth Resident? (Y/N)*

Date of Meeting*

Day of Week of Meeting*

Start Time for Meeting*

End Time for Meeting*

Number Attending*

Please note, set up is the responsibility of the group using the room

Time Needed for Meeting Set Up*

Time Needed for Meeting Clean Up*

Will you be using the A/V equipment in the room? (Y/N)*

Do you require an appointment to learn how to use our A/V equipment? (Y/N)*

Name of Person Submitting this Form* (will not be displayed)

Telephone Number* (will not be displayed)

By submitting this Form, the above Organization and its members hereby release the Board of Library Trustees and the Town of Falmouth, their employees, elected and appointed officials, board and commission members, contractors and agents from any and all claims, rights of action and causes of action and waive any and all claims for any injury to persons or damage to property suffered by such group or any of its members that may arise, directly or indirectly, during or as a result of the use of the meeting room.

Email completed form to meetingrooms@falmouthpubliclibrary.org

Please contact Falmouth Public Library at 508-457-2555 ext. 2963 if you do not receive a confirmation of your meeting room request within 1 working day.

Revised July 2025