

Chelsea Public Library 569 Broadway Chelsea, MA 02150 . (617)466-4350. www.chelseama.gov/library

Email: coclibrary@chelseama.gov . Fax: (617)466-4359

Meeting space at the Chelsea Public Library is available to designated non-profit groups and organizations for meetings that are education, philanthropic, cultural, or civic in nature. The use of the facilities shall be in accordance with the policies and procedures set by the City of Chelsea and the Chelsea Public Library Board of Trustees.

This application form should be filled out, signed and returned to the Director for review at least one week in advance of the proposed event. Once your form has been processed you will be contacted as to its status.

Contact Information

Organization: _____

501© Tax ID Number: _____

Billing Address: _____

(Street) (City) (State) (Zip Code)

Organization Contact: _____

(First) (Last) (Title)

Telephone: _____ Email: _____

Meeting Information

Attending Contact: _____ Phone: _____

Title of Meeting: _____

Description: _____

Preferred Date/Time of Meeting: _____

Alternate/Snow Date: _____ Number of attendees expected: _____

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 Chelsea 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.

Signature _____ **Date:** _____