

The Boston Public Library

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

Special Events Office • 617.859.2212 • events@bpl.org



Meeting space at the Boston Public Library is available to designated non-profit groups and organizations for meetings that are educational, philanthropic, cultural, 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. Requests for space at the Copley Square location can be submitted via email: events@bpl.org. All requests should be submitted at least **4 weeks** prior to the meeting date. Once your request has been processed you will be contacted as to its status.

Contact Information

Organization: _____

501(c) Tax ID Number : _____

Address: _____

(Street)

(City)

(State)

(Zip Code)

Organization Contact: _____

(First)

(Last)

(Title)

Telephone: _____

Email: _____

Meeting Information

Library Location: _____

Title of the Meeting: _____

Description: _____

Preferred Date of Meeting: _____

Alternate Date: _____

Preferred Meeting Start Time: _____

Preferred Meeting End Time: _____

Number of Attendees: _____

Is this meeting free and open to the public? _____

I have read the Meeting Room Use Policy and Procedures 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.

Signature: _____

Date: _____