Study Room Application

The three study rooms on the Mezzanine level are part of the Community Learning Center. The rooms are available to individuals for small group work or other tasks, which may not be easily accomplished in other areas of the Library. Study room bookings are not considered confirmed until approved by the Library’s Special Events Department.

This application form should be filled out, signed and returned for review. Requests for study rooms at the Copley Square location can be submitted via email: events@bpl.org. Bookings may be made no sooner than 14 days before the date requested. Study rooms may be booked for 4-hours maximum; one reservation per day, up to two reservations a week unless authorized by the library. Once your request has been processed you will be contacted as to its status.

Contact Information

Name:
(First)    (Last)

Address:
(Street)       (City)       (State) (Zip Code)

Telephone: ___________________ Email: ___________________

Meeting Information

Brief description of purpose of use:

Preferred Date of Meeting:       Alternate Date:

Preferred Meeting Start Time:     Preferred Meeting End Time: 

Number of Attendees: _____________

I have read the Guidelines for Public Booking of Mezzanine Conference Rooms 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 use of the space in connection with this application.

Signature: ___________________ Date: ___________________