Branch Library Meeting Room Request

Meeting space at the Boston Public Library is available to designated non-profit groups and organizations for meetings that are educational, philanthropic, 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 at least 3 weeks in advance. Once your form has been processed you will be contacted, and a confirmation sent upon final coordination.  *Please note: After-hours requests require a fee to be paid by the requesting organization*

Contact Information

Organization:  

501(c) Tax ID Number:  

Address:  

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

Organization Contact:  

(First)  (Last)  (Title)  

Telephone:  Email:  

Meeting Information

Library Branch Location & Contact:  

Title of the Program:  

Description:  

Preferred Date/Time of Program:  

Number of Attendees:  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 Boston Public Library based on full understanding an 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. I understand that after-hours requests will require a fee no less than $400, to be determined by the Library based on request.

Signature: ______________________  Date: ______________________

BPL Approval: ____________________  Date: ______________________