

**MERRIMAC PUBLIC LIBRARY MEETING ROOM  
REGISTRATION / RESERVATION FORM**

Thank you for your interest in the Merrimac Public Library Meeting Room. This form must be submitted to the Library no later than 2 weeks prior to your event. Upon approval, the Merrimac Public Library will keep your form on file for reference for any future reservations.

Please submit this application to Merrimac Public Library, 86 W. Main Street, Merrimac, MA 01860, or fax to: 978-346-8272. Please direct questions to Tina Follansbee at 978-346-9441 or email [mfollansbee@mvlc.org](mailto:mfollansbee@mvlc.org) or [mer@mvlc.org](mailto:mer@mvlc.org).

Please provide the following information for the primary contact who is at least 21 years of age and will be responsible to address any questions or concerns that may arise regarding the named Organization's use of the Library's Meeting Room:

**Name of Organization** \_\_\_\_\_

**Purpose of the Organization** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Contact Address** \_\_\_\_\_

**Contact Telephone and e-mail address** \_\_\_\_\_

**Name of Event** \_\_\_\_\_

**Proposed Date(s) of Event** \_\_\_\_\_

**Please briefly describe your group / event:** \_\_\_\_\_

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