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## **Hagaman Library** **Meeting Room Use Agreement Form**

### **Mission Statement**

The East Haven Library Inc., colloquially known as the Hagaman Memorial Library, is a center for community enrichment and, as such, seeks to provide information, resources and programs for lifelong learning, and to improve to the quality of life of local residents through access to an excellent collection of materials in multiple formats, current technology, and cultural and other programming opportunities.

### **Purpose of this Form**

This form is required to request use of the Library's Large Meeting Rooms. Before completing this form, please read the Meeting Room Use Policy in completion, so you are fully aware of the rules, requirements, and fees associated with this reservation.

I, \_\_\_\_\_ (your name here), request permission to use one of the Library Meeting Spaces on the following date(s): \_\_\_\_\_

\_\_\_\_\_ at the following time (note: bookings are for a maximum of 3 hours): \_\_\_\_\_.

This meeting room use is for the following purpose (name group and describe event here):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If permission is granted to use this space, I hereby agree to comply with all Library Rules and Regulations, including the Meeting Room Use Policy and Patron Behavior Policy, which I read in completion before signing this form. I acknowledge that as the signer of this form I am taking full responsibility for the behavior of myself and all attendees of this event, and for any damages or charges caused by use of this space. I agree to take utmost care of the property, to notify staff immediately if anything is damaged or any messes are made so I may be provided with appropriate cleaning supplies, and to repair or pay for any mess, damage or loss of property arising from use.



I am making this application for (check one of the following):

<p><b><u>A Nonprofit Organization, Town Department, or Community Partner:</u></b>  <i>Note that nonprofit organizations will be required to show proof of 501(c)3 status. Community Partner Organizations must have an active Community Partner Agreement in place to check this box. Nonprofit organizations may apply to use either a Small or Large Meeting Room.</i></p>	<input type="checkbox"/>
<p><b><u>An Outside Community Organizations:</u></b> <i>Note that this includes civic organizations, parent groups, homeschool groups &amp; other local organizations who do not have official nonprofit status but are meeting with the primary goal of education, culture, or civic enrichment. Outside Community Organizations may apply to use either a Small or Large Meeting Room.</i></p>	<input type="checkbox"/>
<p><b><u>An Individual Member of the Community for Personal Use:</u></b> <i>Note that this includes individual members of the community using a space for personal study, unaffiliated small study groups, tutoring, telehealth, or other virtual meeting needs. Individual members of the community may apply to use a Small Meeting Room only.</i></p>	<input type="checkbox"/>
<p><b><u>A For-Profit Businesses or Any Other Organization:</u></b> <i>This includes businesses, condominium associations, and any other organizations that do not meet the qualifications of other categories above. Meeting Rooms may be used for internal meetings only. For-profit and other organizations that do not meet any of the other categories above may apply to use a Large Meeting Room only.</i></p>	<input type="checkbox"/>

The space I am requesting is: (check appropriate box; if multiple boxes are checked, Library staff will assign a meeting space at their discretion. For a full description of all Meeting Rooms please see the Meeting Room Use Policy):

<p>The DeMayo Room:</p> <ul style="list-style-type: none"> <li>• Seating capacity 51</li> <li>• A/V equipment available with prior training from staff, kitchenette</li> <li>• Wheelchair-accessible</li> <li>• Wheelchair-accessible restroom</li> <li>• Fee varies based on organization booking space</li> </ul>	<input type="checkbox"/>
<p>The Community Room:</p> <ul style="list-style-type: none"> <li>• Located on the ground floor</li> <li>• Seating capacity 70</li> <li>• A/V equipment available with prior training from staff, piano, stage</li> <li>• Not wheelchair-accessible</li> </ul>	<input type="checkbox"/>



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The Board Room: <ul style="list-style-type: none"><li>• Seating capacity 12</li><li>• Not wheelchair accessible</li></ul>	<input type="checkbox"/>
The Thought Bubble: <ul style="list-style-type: none"><li>• Seating capacity 6</li><li>• Wheelchair-accessible</li></ul>	<input type="checkbox"/>
The Study Cove: <ul style="list-style-type: none"><li>• Seating capacity 6</li><li>• Wheelchair accessible</li></ul>	<input type="checkbox"/>

My group requires wheelchair access for this reservation (*check one of the following boxes; note that this may impact which rooms are available for use*):

Yes, our group requires wheelchair access	<input type="checkbox"/>
No, our group does not require wheelchair access	<input type="checkbox"/>

My group requires equipment for this reservation. **I understand that at least one group members must have received training with a Library staff member in advance to use technology equipment** (*check any boxes for required equipment*):

Data projector	<input type="checkbox"/>
Laptop	<input type="checkbox"/>
Piano	<input type="checkbox"/>
Stage	<input type="checkbox"/>
Kitchenette	<input type="checkbox"/>
Other (please specify) _____	<input type="checkbox"/>



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Upon receipt of my request, a Library Staff Member will reply within 2 business days to confirm booking availability or suggest alternative dates and times. I understand that any fees associated with my booking will be discussed at that time (*for more information on fees, see the Meeting Room Use Policy*).

Adopted by the Library Board of Trustees March 19, 2026  
Amended by the Library Board of Trustees April 21, 2026

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_