

**MALDEN PUBLIC LIBRARY  
MEETING ROOMS**

**The Library cannot provide “ Function Room “ accommodations similar to hotels or other halls.**

Ordinarily the library meeting spaces are to be used for auditorium style seating arrangements or conference table configurations with appropriate seating. Those groups requesting meeting space For sit-down dining or other food arrangements as part of their program must provide and arrange for setting up tables and chairs for the occasion in advance. The entire program should be discussed with Library personnel well in advance so the occasion is well organized and successful.

Special care should be taken that any heating devices under chafing dishes are safe from tipping over or starting and kind of fire. When in doubt, please ask. Lavatory facilities are in the Library Proper. When the Library is open for public service, these rooms are kept locked. Keys are available at the Circulation Desk upon request.

Fee Schedule: (Must be paid one week prior to meeting and are subject to change without notice) For up to 4 hours.

<b>Name of Room</b>	<b>Non-Profit Group</b>	<b>Profit Group/Individual</b>
Maccario Meeting Room*	\$225.00	\$400.00
Ryder Art Gallery	\$250.00	\$400.00
Carr Art Gallery	\$250.00	\$400.00
Lower Art Gallery	\$250.00	\$400.00
Program Room*	\$100.00	\$125.00

\*4 hour minimum for all meetings; over 4 hours add \$75.00 per hour

Combination or rooms, add another \$150.00 per 4 hour period

Custodian fees of \$25.00 per hour apply before or after normal library hours. Please call the Library Office (781-324-0218) for additional information.

**MAIL OR FAX COMPLETED FORM to:**

**Dora St. Martin, Director  
Malden Public Library  
36 Salem Street  
Malden, MA 02148  
FAX: 781-324-4467**

**MALDEN PUBLIC LIBRARY  
APPLICATION FOR MEETING ROOMS**

Facilities available: Seating capacities are for auditorium seating; programs requiring tables and chairs mean fewer seats are available.

Maccario Room: 85 seats  
Conference Room: 40 seats  
Ryder Art Gallery: 100 seats  
Upper Art Gallery: 75 seats

There is a small gallery kitchen with sink in the Maccario and Conference Rooms. A microwave oven and small bar size refrigerator is available for use in the Maccario Room. A limited number of tables (no more that 4 six foot tables); plastic seats and a Lectern are available. Morning programs must start no earlier than 9:30 AM; all evening programs must end by 8:45 PM when the library closes at 9:00 PM or at 5:45 PM when the Library closes at 6:00 PM. Any furniture, audiovisual equipment or other needed supplies must be provided by the group booking the room. It is strongly urged that you make arrangements to see the facility in advance.

Name of person Sponsoring Organization making Application: \_\_\_\_\_

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

Date of Use: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(day of week) (month) (date) (year)

Time of Use: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(set-up time) (program starts) (program ends)

Brief description of program: \_\_\_\_\_

Tables required: \_\_\_\_\_ (four maximum) Chairs required: \_\_\_\_\_ (Note capacity of room)

Lectern: \_\_\_\_\_ (2 available) Screen: \_\_\_\_\_ (Maccario Room ONLY) Galley Kitchen w/refrigerator & microwave oven: \_\_\_\_\_ If food is required will group be using a caterer? \_\_\_\_\_ If yes, arrangements must be made in advance for setup and breakdown.

It is understood that the Malden Public Library assumes no responsibility whatsoever for any property placed in the Library in connection with our program, and that the Malden Public Library is hereby released and discharged from any and all liability which may be sustained during or by an any reason of a program presented by us on the Library premises. We will make every effort to take every reasonable precaution to insure the safety of any and all members of the public in attendance at our program. I have read and agree to abide by the Rules for Use of Meeting Rooms/Art Galleries attached to this Application and all other applicable regulations:

Signature of Individual or Authorized Officer: \_\_\_\_\_

# **GENERAL INFORMATION FOR ALL USERS OF LIBRARY MEETING ROOMS**

All users of Library space must adhere to the policies outlined in the information packet given with application forms.

Please make sure you have the Statement of Policy form.

Please do not expect library staff to supply information about the programs, times, personnel, parking, or directions to the building. This information must be supplied by the organization using the meeting room(s).

If you have any special requirements not outlined in the application form, they must be stated before the room is booked.