

Melrose Public Library
69 West Emerson Street
Melrose, MA 02176
781-665-2313 x116

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www.melrosepubliclibrary.org

Group Registration Form



Patrons requesting any room must be a Melrose resident with a public library card and be part of a Melrose non-profit, civic or cultural, or educational group.* The library can accommodate groups of 25 or less. Room availability is on a first come – first serve basis.

The library requires a Group Registration Form the first time you request a room. If your group's contact information changes, you need to submit a new form.

All room requests require advanced planning on your part. When you are looking at dates for your group, you will see that the first date for the Meeting Room is 8 days out, and 4 days out for the Trustees Room, Upper Lobby and Elevator Access Room. The furthest you can request is 8 weeks out. To cancel a room request, email or call the contact information above.

All groups are subject to approval. The library reserves the right to change dates or locations as needed. Groups are limited to 1 event per week and 5 per month. Room setup and equipment requests (i.e. SmartBoard/laptop) must be made in advance during the reservation process.

Group Information:

Melrose Non-profit, Civic, Cultural, or Educational Group:

Organization: _____

Library Card Number: _____

Contact Name: _____

Melrose Address: _____

Email: _____

Cell/Daytime Phone: _____

Additional Contact: _____ (if applicable or N/A)

Email: _____

Cell/Daytime Phone: _____

****By requesting this room, the library card holder hereby agrees to abide by all applicable Policies and Regulations for the above facility.***

Updated 3/26/18

Signature Date