

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

**Christine Morrissey, Library Office Coordinator**  
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[www.melrosepubliclibrary.org](http://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 16 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 available is 4 days out for the Dennis J. Kelley Room, Trustees Room, and Elevator Access Room. The furthest you can request is 8 weeks out. To cancel a room request, click on the link in your confirmation email, or 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.

**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 9/22/21***

\_\_\_\_\_  
Signature Date