

Abington Community Library  
Meeting Room Planning Form

Contact person:
Address:
Day phone:
Evening phone/cell:
Organization:
Date of Program and Time:
Estimated length of program:
Aim of program or purpose of meeting:

Please note:

- The following equipment is available for your use: screen, TV, VCR, DVD player, filmstrip projector
- Audience cannot exceed 45 for Ryon Room, 25 for Children's Story Room
- Refreshments(no alcohol) can only be served in the Ryon Room
- Set-up, breakdown, and clean-up are the responsibility of your organization

August 2008