

# The Palmer Public Library

1455 No. Main Street • Palmer, MA • 01069 • 413-283-3330 • www.palmer.lib.ma.us

## Fee Schedule: Use of Palmer Public Library Facilities\*

	Town / Civic Organizations	Non-Profit Organizations**	For-Profit/Commercial Organizations
<i>All fees are charged by per hour increments only.</i>			
<b>Community Room</b>	No Fee	\$ 35 / hr	\$ 75 / hr
<b>Meeting Rooms</b>	No Fee	No-Fee	\$ 50 / hr
<b>Kitchen***</b>	\$ 15 / hr	\$ 15 / hr	\$ 30 / hr

\* These fees are the minimum required to reserve meeting space in the Palmer Public Library. Payment is due with room reservation request form. Any donation above and beyond these fees is greatly appreciated by the Palmer Public Library as these monies allow the fees to stay reasonable and the rooms to stay available to the members of the community. Cancellations requiring a refund will be subject to a \$25 processing fee, with the exception of emergency/inclement weather closing.

\*\*Proof of Non-Profit Status Required.

\*\*\* Kitchen use must be requested at time of Reservation. If not cleaned, group will be billed for janitorial services (minimum one hour janitorial fee).

### Directions

**FROM MASSPIKE:** Exit 8 off of MassPike. Take a right at the light at the end of the exit ramp onto Route 32S (Thorndike Street). Proceed through one set of lights, take a right at the next light onto Route 20W (North Main Street). The Library is the third building on the right.

**FROM ROUTE 181:** Take Route 181 South to North Main Street (Route 20E). At the intersection of Route 181 and Route 20 take a left at the light onto Route 20E. Proceed toward the town center past Friendly's, and Beers and Story Funeral Home, both on the left. The Library entrance is located on your left immediately after the pedestrian crossing light.

**FROM THE SOUTH VIA ROUTE 32:** Take Route 32N, bearing left to North Main Street, Palmer. Cross the railroad bridge, continuing to the light at the intersection of Route 32 (Thorndike Street) and Route 20 (Main Street). Keeping to the left lane, proceed straight through the light onto North Main Street. The Library is the third building past the light on the right.

**FROM THE NORTH VIA ROUTE 32:** Take Route 32S (Thorndike Street) past the Mass Pike exit 8 entrance. Proceed through one set of lights, take a right at the next light onto Route 20W (North Main Street). The Library is the third building on the

Revised 04/06/2011

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*Our Community  
Meets at the  
Palmer Public  
Library*

A Guide to Meeting Rooms  
Available at Our Library

# BOOKING A MEETING ROOM AT THE PALMER PUBLIC LIBRARY

## WHO MAY Use Library Meeting Space

Meeting rooms at the Palmer Public Library may be reserved by the following:

- Town department or Town sponsored activity
- Local civic organization
- Non-profit organization
- For-profit / commercial organization

The Board of Trustees, Library Director or designee reserve the right to approve requests on a case by case basis.

Political campaign meetings, fundraisers (other than those sponsored by the *Palmer Public Library*) or religious services are not permitted.

## RESERVATIONS

A reservation form is attached. Confirmation will be sent to you as soon as possible after the request has been reviewed and approved.

Meetings may be held at any time the library is open in accordance with the *Use of Facilities Policy*. Library hours are subject to change.

## FACILITIES

All meeting rooms offer:

- Wireless Network
- Internet Access
- The meeting rooms have screens and the Community Room has a screen & projector.
- Kitchen is only available with the use of the Community Room at an additional fee.

## PARKING

Parking is limited. There is a lot across the street from the library and on-street parking is available for group meetings. Library lot is for short term parking for patrons only.

## MORE INFORMATION

Please review our policy for the use of facilities for more details. View our policies, hours of operation, and access the *Use of Palmer Public Library Facilities: Statement of Responsibility Form* by visiting our website at [www.palmer.lib.ma.us](http://www.palmer.lib.ma.us)

For further information contact the library at tel. #: 413-283-3330 ext. 0 or inquire at the Circulation Desk.



# THE PALMER PUBLIC LIBRARY

## USE OF FACILITIES RESERVATION FORM

Your Reservation Request will be reviewed and confirmation sent to you within 10 days. Thank you!

Organization Name: \_\_\_\_\_

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

Town, State, Zip: \_\_\_\_\_

Non-Profit Status: 501(c)(3), 501(c)(4), 501(c)(5)  YES  NO  
(Proof of Non-Profit Status must be submitted with Statement of Responsibility Form)

Contact Person/Responsible Party (Please Print) \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Date Room Needed: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Meeting/Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated Number of Persons Attending Meeting: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Please check meeting space preference:

Community Room *Maximum Capacity 100*

Request use of: Kitchen:  YES  NO

Audio/Visual Equipment:  YES  NO

Three Rivers Room *Maximum Capacity 10*

*Table with 10 chairs and screen provided*

Thorndike Room *Maximum Capacity 8*

*Table with 8 chairs and screen provided*

Total Fees\*: \_\_\_\_\_

All events must conclude 15 minutes prior to Library closing.

\* Please refer to fee schedule on reverse side. Fees due at time of reservation.

- Please make check payable to the *Palmer Public Library*.

- If a check is returned as non-payable, the room reservation will be void, applicant will be invoiced for bank processing fees, and all future reservations will be suspended.

**Cancellations requiring a refund will be subject to a \$25 processing fee, with the exception of emergency/inclement weather closing.**

For Office Use Only:  Fees Paid In Full Date Received: \_\_\_\_\_

Payment Type:  Cash  Check (Check # \_\_\_\_\_)

Statement of Responsibility Form  Proof of Non-Profit Status

Please Tear Along Dotted Line