

## Lucy Robbins Welles Library

### Meeting Room Application

Date room needed: \_\_\_\_\_

Date of application: \_\_\_\_\_

Please complete this application and return it to the Adult Information Desk, Lucy Robbins Welles Library, 100 Garfield Street, Newington, CT 06111. It must be **signed** and **returned** to the library before the room is used. Applications can also be completed online at the library's website <http://www.newingtonct.gov/library>.

Meeting rooms are available free of charge during these hours: Monday-Thursday 9-8, Friday 9-5, and Saturday 10-5. (Use of meeting rooms must end 15 minutes prior to closing)

Name of organization: \_\_\_\_\_

Purpose of organization: \_\_\_\_\_

Officer or contact person: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number (home): \_\_\_\_\_ Telephone number (business/cell): \_\_\_\_\_

Program or subject of meeting (describe briefly): \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_ Room desired: \_\_\_\_\_

Hours room will be needed: From \_\_\_\_\_ To \_\_\_\_\_

Time meeting or program will begin: \_\_\_\_\_

Equipment needed (Please circle: TV/DVD/, white board)

Room set-up needed: Community Room: Auditorium style (chairs only), Boardroom style chairs and table (30 max) or Seminar style (chairs and tables, 30 max.)

Lienhard Room: Boardroom style only (chairs and tables, 16 max.)

Do you want a list of related library materials available at the meeting? (Please circle) Yes No

Will the meeting be open to the general public? (Please circle) Yes No

Will refreshments be served? (Please circle) Yes No If yes, what type? \_\_\_\_\_

Signature of authorized officer: \_\_\_\_\_

When signed by authorized officer, this application signifies agreement to abide by the regulations listed on the attached policy statement.

Approved by \_\_\_\_\_ for the Lucy Robbins Welles Library

Date: \_\_\_\_\_

Please see reverse for directions and parking information.

**Directions to the  
Lucy Robbins Welles Library**

From I-84 Westbound west of Hartford: Take Exit 39-A for Rte. 9 to Newington. Take Exit 29 to Ella Grasso Blvd. At the end of the off-ramp turn left. Turn right on Fenn Road. Turn left on Rte. 175 (Cedar St.) Take a right from Cedar (Rt. 175) onto Willard Avenue (Rt. 173 S.) Take first left onto Garfield Street. Take a left onto Mazzoccoli Way.

From I-84 Westbound east of Hartford: Follow signs for Rtes. 5 & 15 (Berlin Turnpike). Follow directions from Turnpike listed below.

From I-84 Eastbound: Take Exit 39-A for Rte. 9 to Middletown. Take 2nd exit to Ella Grasso Blvd. At the end of the off-ramp turn left. Turn Right on Fenn Road. Take a left onto Cedar Street (Rt. 175). Take a right from Cedar (Rt. 175) onto Willard Avenue (Rt. 173 S.). Take first left onto Garfield Street. Take a left onto Mazzoccoli Way.

From Rte. 72 Eastbound: Take Exit for Rte. 9 North. Take Exit 29 for Rte. 175, Newington. Take right onto Cedar Street, Rte. 175. Take a right from Cedar (Rt. 175) onto Willard Avenue (Rt. 173 S.) Take first left onto Garfield Street. Take a left onto Mazzoccoli Way.

From Rte. 9 Northbound (near the shore): Take Exit 29 for Rte. 175 Newington. Take right onto Cedar Street, Rte. 175. Take a right from Cedar (Rt. 175) onto Willard Avenue (Rt. 173 S.) Take first left onto Garfield Street. Take a left onto Mazzoccoli Way.

From I-91 Southbound: Take exit 28 for Rtes. 5 & 15 (Berlin Turnpike). Follow directions from Turnpike listed below.

From I-91 Northbound: Take exit 27 for Rtes. 5 and 15 (Berlin Turnpike). Follow directions from Turnpike listed below.

From the Berlin Turnpike (Rte. 15) either direction: Take exit for Rte. 175, go west to Newington. Take a left onto Main Street (Rt. 176 S.) Take a right onto Garfield. Take a right onto Mazzoccoli Way.

Parking lots can be accessed via Garfield Street or Mazzoccoli Way.



