

## Sturgis Library Meeting Rooms

The Sturgis Library has a meeting space available for use by individuals or groups. The Lowell Meeting Room on the main level of the library seats up to 65 people, and is equipped with a projection screen. Free wireless internet access is available.

Meeting room space is available during [library hours](#) only.

There is a different rental rate charge for non-profits and for-profits. *Nonprofit organizations must offer their programs free of charge to qualify for the nonprofit rate.* Rates are as follows for up to four hours:

- Nonprofit rate is \$25 for up to four hours
- Forprofit rate is \$100 for up to four hours

The library can provide users with the following equipment:

- Coffee maker
- Slide Projector
- Overhead Projector
- VCR/DVD/Computer Projector
- Tables
- Podium
- Microphone

Groups need to set up tables and chairs and put chairs away when done. The room must be left as it was found. Groups must fill out a Sturgis Library Meeting Room Reservation form. Meetings need to finish 15 minutes prior to closing time. See library hours below. Payment for meeting room rental must be received prior to the meeting.

For more information on reserving the meeting room, please contact Marcella Curry, Assistant Director/Adult Services Librarian at (508) 362-6636 or [info@sturgislibrary.org](mailto:info@sturgislibrary.org).

### Library Hours

Monday, Wednesday, Thursday, Friday 10-5

Tuesday 1-8

Saturday 10-4

## Sturgis Library Meeting Room Request Form

**Organization Type:**

- Nonprofit                      \$25 for up to 4 hours  
 For profit                         \$100 for up to 4 hours

**Organization Name:**

**Number of Participants:**

**Date of Meeting:**

**Time of Meeting:**

**Contact Person:**

**Phone:**

**Email:**

**Equipment Needed (check one or more):**

- Table(s) How many? \_\_\_\_\_
- DVD/Video equipment
- Laptop computer with Powerpoint software
- Slide projector
- Overhead projector
- Podium
- Microphone
- Coffee maker

Additional Information:

**Fax this form to: (508) 362-5467**

**Email this form to: sturgislib@comcast.net**

**Mail this form to: Sturgis Library PO Box 606 Barnstable, MA 02630 Attn: Marcella Curry**