

Exeter Public Library Historical Room Application

Contact Information: Tel: (603) 772-3101 Email: exeterpl.ref@gmail.com

Contact Person: _____

Name of Organization (if applicable) : _____

Address: _____

Phone: (_____) _____ - _____ Circle Contact Preference: Phone / Email

Email: _____

Dates Needed: _____

Study Rooms may only be reserved for a two-hour time period in advance.

*On the reservation date, additional time may be permitted if the room is available **after** the initial two-hour period.*

From: _____ (AM / PM) to _____ (AM / PM)

Number of Attendees: (Maximum Occupancy 15) _____

Please Read & Initial:

____ I affirm that all individuals using the room are for Pro Bono &/OR Not for Profit (no money or salary may be exchanged with any occupant utilizing the room. Anyone receiving a service must receive it for free.)

____ I agree that the Historical Room it is not a private space.

____ I will allow anyone to enter the room during my session if they are using the room for microfilm usage or to access the library's historical collections.

____ I will notify the library of cancellation or change of date and/or time.

____ I will make sure that the Historical Room is clean and left in the same condition as when we arrive.

____ I will not affix anything to room's walls.

____ All furniture must be returned to its original location.

____ All trash must be placed in the provided trash and recycling bins. If the bins are full, I agree to notify library staff and additional bins will be provided.

____ If surfaces are dirty, cleaning cloths and paper towels will be provided by the staff and I agree to clean up any spills or messes.

____ Only fiber arts allowed. No glue, glitter or paint are allowed in study rooms.

Circle Amenities Required: Tables (1 available) _____ Chairs (4 available) _____

Please note:

- All study rooms are closed 15 minutes prior to the library's closing.
- The earliest time the Historical Room may be reserved is 9 AM.
- Schedule your study room with enough time to setup and clean up.
- Nothing can be affixed to the study room walls.
- Food and drink are not permitted in the Historical Room.
- The library must be notified of any changes regarding your reservation including time changes or cancellations

I agree that my organization is Not for Profit. I will leave the Historical Room clean, in good condition and acknowledge that the room is not a private space.

Signed _____ Date _____ Approved by _____

