

Exeter Public Library Meeting Room Application

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

Name of Organization: _____

Contact Person: _____

Address: _____

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

Email: _____

Dates Needed: _____

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

Number of Attendees: (*Maximum Occupancy 100*) _____

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 we will not park in the library parking lot during our meeting. We will park on the street or in the municipal lot located on Water St.

____ I agree that our event will be free and open to the public. Anyone who wishes to attend may participate fully and receive any materials or handouts circulated during the meeting

____ I will provide the library with a current certificate of liability insurance (1 Million dollars).

____ I will make sure that the meeting room is clean and left in the same condition as when we arrive. *I will not affix anything to the room's walls.* All furniture must be returned to its original location. All trash must be collected from the available trash and recycle bins and thrown into the library's dumpster (located at the end of the parking lot). If surfaces are dirty, cleaning cloths and paper towels will be available next to the sink to clean up any messes prior to vacating the room.

Circle Amenities Required: Tables (8 available) _____ Chairs (50 available) _____

Please note:

- All events must conclude 15 minutes prior to the library's closing.
- Liability Insurance Proof for 1 million in coverage and a completed application must be received within 72 hours of reserving the room.
- The earliest time the room may be reserved is 9 AM. The
- Schedule your meeting with enough time to setup and clean up.
- Fiber arts only. No glue, glitter or paint allowed in meeting room.
- Products in the cabinets and closets belong to the library.
- Nothing can be affixed to the meeting room walls.
- Light refreshments are permitted. (For example: coffee, tea, cookies, and small bites etc.)
- 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 and that our event is free and open to the public. I will leave the meeting room clean and in good condition. I will notify the library of cancellation or change of date and/or time. I have reviewed this application for accuracy.

Signed _____ Date _____ Approved by _____

