

# Exeter Public Library Study Room Application

Contact Information: Tel: (603) 772-3101 Email: [exeterpl.ref@gmail.com](mailto: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 6 in Room 1, 8 in Room 3) \_\_\_\_\_

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

\_\_\_\_ I will make sure that the study 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 a study 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.
- 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
- Please let the librarian know if you need a soundproof room.

I agree that my organization is Not for Profit. I will leave the study room clean and in good condition.

Signed \_\_\_\_\_ Date \_\_\_\_\_ Approved by \_\_\_\_\_

