



## Meeting Room Agreement

### BAKER FREE LIBRARY

509 South Street, Bow, NH 03304

**This form must be filled out in its entirety for your reservation to be accepted. Your signature below indicates that you read the *Meeting Room Policy* and accept and agree to be bound by it. Please note that this is just a reservation request and that BFL staff will contact you with confirmation.**

Group/Business name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Room Requested: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Reservation Time: \_\_\_\_\_

\_\_\_\_ **NON-PROFIT RENTAL** – EIN # \_\_\_\_\_ If your group does not have a 501(c)(3) designation, please state the purpose of your group in the space provided and note that signing this Agreement means the group will not charge the public for attendance unless previously approved by the Library Trustees:

Reservations are accepted on a first come, first served basis, and groups must include at least one Bow resident or non-resident Baker Free Library card holder 16 years of age or older to place the reservation. There is no charge for the rental but if your event/meeting is a PRIVATE event (i.e. it has a designated guest list and is not open to anyone coming into the library building), a \$50 housekeeping deposit is required from the signer of this agreement two weeks prior to the event/meeting.

\_\_\_\_ **FOR-PROFIT RENTAL** – Business Website \_\_\_\_\_ A for-profit individual or business is one that promotes or sells goods or services for monetary gain as their primary purpose. This definition encompasses self-employed individuals who want to hold an event or meeting specifically to promote their products or services. Businesses may rent the meeting spaces at the Library on a first-come, first-served basis, provided a fee arrangement is agreed to and approved by the Library's Board of Trustees.

- MCSB Meeting Room, Café, and Bow Rotary Meeting Space is \$100/hour.
- The MCSB Meeting room alone is \$50/hour.
- Upstairs Meeting Room is \$50/hour.
- The Welch Meeting Room is \$25/hour.
- A Group Tutoring Room (for purposes other than tutoring) is \$25/hour.

(Group Tutoring Rooms are for meetings of 4 or fewer people. Tutors being paid for their services may use these rooms for a fee of \$5/hour. Refer to the Library's *Group Tutoring Policy* for more information.)

### PLEASE NOTE

- **The Library enforces a "Carry-in, Carry-out" trash policy.** Trash and recyclables created during room use must be removed from the premises. Plastic garbage bags are available in each meeting room for group use. **The rooms must be cleaned up and left in the condition they were in before the meeting took place.**

- All fees are payable in advance of the scheduled meeting start time. A refund request for dates paid must be made 30 days in advance of the reservation date. A fee of \$25 will be invoiced to the person making the reservation if a check is returned, and future rental dates will not occur until all fees are paid in full.
- If you are picking up keys, they can be picked up no earlier than 24 hours before the meeting start time, and can only be picked up by those individuals designated on the original meeting room reservation as those who can cancel a meeting. Unauthorized duplication of keys is prohibited. **Keys must be returned to the Library within 12 hours after a meeting has ended. Keys may be left with a Library staff person during open hours, or may be placed in the Library's Book Drop when the Library is closed.** The signer of this agreement understands that they are responsible for the security of the Library premises during and after the event, including making sure all doors are completely locked and shut upon leaving, and all lights are turned off.

**LIABILITY**

Users of library spaces may be required to turn in a *Meeting Room Clean-Up Checklist*; this includes all groups holding private events.

Users of Library spaces for a public event or function other than a simple meeting are required to obtain commercial insurance coverage either through their own local insurance carrier or using TULIP (Tenant Uses Liability Insurance Program) through Primex. The user must name the Library as an additional insured, and provide a copy of the insurance certificate to the Library Director at least one week prior to the event date.

**The person who submits the meeting room reservation is responsible for verifying with all attendees, prior to the meeting start, that the attendees have followed the parking parameters as outlined in the *Parking Map on the Library website*.** Please note that if we receive complaints from our neighbors about parking issues related to your meeting/event, you may not be able to use our spaces in the future.

\_\_\_\_\_ **Please initial here** if alcoholic beverages will be served. Special permission must be obtained. See the *Meeting Room Policy* for further information.

All individuals, groups, or organizations holding a meeting or event or function in the Library hereby fully releases and discharges the Baker Free Library, its trustees and staff, the Town of Bow, its officers, agents, and employees from any and all claims from injuries, including death, damages, or loss, which may arise or which may be alleged to have arisen out of, or in connection with, the meeting, event, or function; they further hereby agree to indemnify and hold harmless and defend the Baker Free Library, its trustees and staff, the Town of Bow, and its officers, agents, and employees from any and all claims resulting from injuries, including death, damages, and losses, including but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with, the meeting.

Failure to abide by the Library's *Meeting Room Policy and Agreement* may result in the cancellation of, or refusal of, future reservations. A signed copy of this agreement must be on file with the Library prior to the meeting date.

I, \_\_\_\_\_, agree to the above stipulations.  
(print name)

\_\_\_\_\_  
Signature

Further questions about this *Agreement* should be directed to Martin Walters, Library Director, at (603) 224-7113 or [martin@bakerfreelib.org](mailto:martin@bakerfreelib.org).

