

**Cook Memorial Library**  
**Meeting Room Use Application** (Revised 7/8/2019)

Date: \_\_\_\_\_ Tamworth resident  or non-resident

Nonprofit/Town committee meeting  or private meeting/event

Name of organization or group: \_\_\_\_\_

Name of responsible party/group leader: \_\_\_\_\_

Tel # & E-Mail: \_\_\_\_\_

Do you wish to meet: once  twice  regularly each week  month  other ?

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Which room are you requesting? (See next page for room descriptions and restrictions. Full or partial fee waiver may be requested in writing.)

- Upstairs front room (Max capacity: 25 chairs) (Private meeting, \$10/hr, min. 3 hrs)
- Lower level room (Max capacity: 55 chairs) (Private meeting, \$20/hr, min. 3 hrs)
- Ulitz Room (Max capacity: 12 chairs)

How many people will attend? \_\_\_\_\_ Handicap access needed? Yes  No

Refreshments served? Yes  No  *No alcoholic beverages are allowed.*

Library equipment needed? Circle below

- |                        |               |        |
|------------------------|---------------|--------|
| Coffee/tea makers      | Thermos/urns  | Easel  |
| Ceiling-mounted screen | LCD Projector | Laptop |

**Hold Harmless Agreement:** The undersigned agrees to indemnify and hold harmless Cook Memorial Library and its Trustees and employees from any and all loss, cost (including attorney's fees), damages, expense, and liability in connection with claims for property damage, bodily injury or death by any person which may arise out of the use of any meeting room on the premises of Cook Memorial Library, 93 Main Street, Tamworth, NH 03886.

I have received and read a copy of the Cook Memorial Library Policy governing the use of its meeting rooms, and a copy of the opening and closing procedures. My signature below signifies that my organization agrees to comply with the terms and procedures therein.

Responsible party signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: For library records, after your meeting, please fill out Use/Evaluation Form in meeting room with date, name of meeting, # of attendees, and any comments you may have. Thank you.*

## **Room Descriptions**

### Upstairs Front Room – Maximum occupancy 25

Built in 1895 as part of the original library, the front room is Victorian in design, with charming architectural finishes. It contains fifteen chairs with upholstered seats around several tables, and one office chair at a computer station. Room-darkening shades are on the windows. An ADA-compliant bathroom with baby-changing stand is adjacent.

A thermostat in the room will provide heat or air conditioning as needed.

*This room is not available for formal meetings during library's open hours.*

### Lower Level Meeting Room – Maximum occupancy 55

This larger 19'X37' meeting room will seat fifty-five upholstered folding chairs in an audience configuration. Six sturdy 30"X6' folding tables are available for a workshop configuration. This room has climate-control, excellent lighting, a tile floor, two adjacent bathrooms (one is ADA-compliant) and a kitchenette with small refrigerator and microwave.

There are also four light-weight, folding card tables.

*This room is available to reserve during library's open hours.*

### Lower Level Ulitz Room – Maximum occupancy 12

This room has a large conference table seating 10 comfortably. *Food and drink are not allowed in this room.*

*This room is not available before 5:00 p.m. on library's open days.*

## Available Equipment

- Two 12-cup coffee pots
- One electric tea pot for boiling water
- One microwave in the downstairs meeting room
- Three thermoses designated for coffee, decaf coffee, hot water
- The library does not provide consumables such as paper products
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- LCD projector, ceiling-mounted pull-down screen, laptop, and bluetooth speaker
- Computers are available when library is open

*Note: Library equipment is not available for use off library premises*