

Wolfeboro Public Library

Meeting Room Reservation Form



Name: _____ Group/Affiliation: _____

Address: _____

Telephone: _____ Email: _____

Estimated Group Size: _____ Purpose of Meeting: _____

Requested Room and Equipment: *check one (training and equipment compatibility check is required)*

- Bradley Room**
Capacity 70
- 2x 80" LCD TV
- Laptop
- DVD/Blu-ray Player
- HDMI Cable
- VGA Cable
- Podium
- Microphone

- Beaver Room**
Capacity 20
- Ceiling Projector
- Laptop
- DVD/Blu-ray Player
- HDMI Cable
- VGA Cable
- Podium

Date of Reservation: _____ Start Time: _____ End Time: _____
(please include time for set up and clean up)

Will Meeting Extend Beyond Regular Library Hours? Yes No
If your answer is YES, mandatory training with library staff is required.

Applicant Accountability/Responsibility Agreement

The undersigned user of a Library Meeting Room has read the Wolfeboro Public Library Meeting Room Policy and rules and understands and agrees to abide by the guidelines and rules described therein. Failure to abide by these rules may disqualify the group/organization/individual from future use of the rooms. The user hereby indemnifies, defends and holds harmless the Wolfeboro Public Library, its Library Board of Trustees and staff, the Town of Wolfeboro and its officials for any and all liability which may arise from use of the premises. All Town of Wolfeboro ordinances and Library regulations must be strictly observed. Responsibility for observing all Meeting Room regulations is assumed by the person who signs this application.

Signature: _____ Date: _____

Date Received: _____ Staff Initials: _____ Approved: _____

Trained on Equipment (include date): _____ Trained in Closing Procedure (include date): _____