

# Application for Use of Library Meeting Rooms

The auditorium and conference rooms are available during library hours and must be vacated 15 minutes before closing time. The auditorium may also be available outside of library hours. If requesting the auditorium, please return this form 2 weeks before the date of your meeting.

Name of your organization: \_\_\_\_\_

Room requested:

## Conference: “Volpe”

## Auditorium: “Laconia Rotary Hall”

Date and times requested: \_\_\_\_\_

Will refreshments be served (auditorium only)? \_\_\_\_\_

Equipment needed: easel podium microphone projector

How many people will be in attendance? \_\_\_\_\_

Person making this request/responsible for the program:

**Address:** \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

*Please write legibly, as this will be used for confirmation of the reservation.*

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The person signing this form is to be in attendance at the event and is responsible for the observance of the Laconia Public Library "Meeting Room Policy" statement. No date shall be confirmed until the Library returns a copy with an authorized signature approving the meeting.

Your signature

Library approval signature

Date

Date

695 Main Street  
Laconia, NH 03246  
(603) 524-4775



# LACONIA Mono P U B L I C   L I B R A R Y

Monday - Thursday 9 - 8

Friday 9 - 5

Saturday 9 - 4

laconialibrary.org



# Meeting Room Policy

The auditorium and 2 conference rooms of the Laconia Public Library are available for use by Library cardholders and Laconia nonprofit groups and organizations for civic, cultural, informational and educational purposes. The Library Board of Trustees subscribes to Article IV of the Library Bill of Rights, which states that facilities should be made available to the public served by the library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Meeting rooms are available for use during library hours. All rooms must be vacated 15 minutes before library closing times. Library sponsored events receive priority in scheduling. Availability of the meeting rooms at all other times is on a first-come, first-served basis. Organizations other than library-related shall not exceed 12 meetings during each calendar year. Groups that use the space on a regular basis may sign up for dates a year at a time. It is the responsibility of the group using the space to set up needed tables and chairs, and following their meeting to restore the room to its original condition in terms of cleanliness and arrangement of furniture.

If a group requires the library audio-visual equipment, the user must be thoroughly trained in advance and be held responsible for any damage to hardware or software. Storage of materials before or after the usage times is not allowed. No material may be affixed to any surface without prior permission. The library reserves the right to seek references of any group before booking any room.

No admission fee, commercial solicitation, or request for donations may be made except for tuition charges and instructional materials in support of an educational course. Publicity may not state or infer that the library is a sponsor or co-sponsor of a meeting or that the library endorses the group's policies or beliefs. Neither the name nor the address of the library may be used as the headquarters or the address of the organization.

The organization is responsible for any damage to the library building and grounds. Conference rooms may be signed up for in advance or be approved for immediate use by request at the circulation desk. Conference rooms may be used by minimum of 4 people for one hour time periods, which may be renewed. Conference rooms may be used by a group no more than 2 hours a week.

Special requests for before or after hours use of the Auditorium should be made in writing at least two weeks in advance. Any use of the auditorium before or after hours will incur a charge per hour to cover costs. A deposit in advance may be required. Refreshments may be served only in the auditorium and limited kitchen facilities may be used. Any meetings must be open to the public. The Laconia Public Library Board of Trustees and their employees and agents are not liable for any claims out of the use of the library meeting rooms. Exceptions to this policy may be made at the discretion of the Library Director.

Approved 10/26/05

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Laconia, NH 03246  
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PUBLIC LIBRARY

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