

Application for Use of Auditorium

The auditorium is intended for public gatherings of a civic, cultural, informational, or educational nature that are free and open to the public. Usage is free of charge for non-profit organizations. For-profit groups may use the auditorium at the rate of \$50.00 per hour with a \$100.00 minimum. Payment is due on the day of the event in the form of a check made payable to Laconia Public Library, or cash. No admission fee, registration fee, donation or other monetary solicitation may be sought from meeting attendees. Room capacity is 105 for auditorium style seating.

Name of your organization: _____

Type of organization: Non-profit _____ For-profit _____

Date and time requested: _____

Will refreshments be served? _____

Equipment needed: easel _____ podium _____ microphone _____ projector _____

Person making this request/responsible for the event: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____ Email: _____

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

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 receives and returns a copy with an authorized signature approving the meeting.

Your signature

Date

Library Director's Signature

Date

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



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