

Hampstead Public Library

9 Mary E. Clark Drive Hampstead NH 03841 Phone: 603-329-6411 Fax: 603-329-6036

Application for use of a meeting room

Please read the Meeting Room Use Policy before filling out this application. There are three meeting rooms available for advanced reservation. Please choose one:

_____ First Floor Program Room (Limit: 32 people plus the speaker)

_____ Second Floor Meeting Room (Limit: 100 people plus the speaker)

_____ Second Floor Seminar Room (Limit: 10 people)

A copy of this application form must be signed and submitted by the representative of the organization before a date of use can be confirmed. Accepted applications will be kept on file. A copy will be returned to the representative along with a copy of the Meeting Room Use Policy.

Date(s) and time(s) of meeting requested:

Estimated attendance _____ Refreshments to be served? _____

Library equipment needed:

I HAVE RECEIVED A COPY OF THE MEETING ROOM USE POLICY.

I UNDERSTAND AND AGREE TO ABIDE BY THIS POLICY.

I AM AN AUTHORIZED REPRESENTATIVE OF THE INDICATED ORGANIZATION:

Organization: _____

Representative (printed): _____

Signature: _____

Library card #: _____

Address: _____

Telephone: _____ Date: _____

Email: _____

Approved: _____ Date: _____ Confirmation: _____

Approved by the Board of Trustees
May 18, 2004