

APPLICATION FOR MEETING ROOM USE

Please review our Meeting Room policy before filling out this form.

Our central location, ample parking, attractive meeting space and friendly staff make the Epsom Public Library the setting of choice for numerous meetings each year. We enjoy hosting these meetings and interacting with the many folks who attend. Please note that no admission fee may be charged when using the library meeting room, and your event must be fully open to the public with no exceptions.

We hope you will find our meeting room guidelines sensible and easy to follow. We provide a vacuum and cleaning supplies for you to use to clean the meeting room after your meeting.

What you will need to bring:

1. Your own photocopies, or pay 15 cents per copy to use the library's photocopier before library closing at 7pm.
2. Your own supplies: markers, flip charts, manila folders, etc.
3. Your own food, beverages, cream and sugar, cutlery and paper goods.
4. If you want the room set up in a specific way, please arrive early enough to set up the room the way you like it, or appoint someone else to do it for you.

After your meeting, before you leave:

1. Please clean the room. Bag all your trash, vacuum the carpet, and pick up all of your meeting items.
2. Return the meeting room to the way you found it.
3. Close and lock all windows.
4. Heat and air conditioning will be regulated by library staff – DO NOT TOUCH.
5. Make sure the back and side doors are locked before you leave. If you hold a night or weekend meeting, lock the side doors and turn off the lights. (NOTE: No switch for the 24-hour lights).
6. Take away the items you brought in with you.

MEETING ROOM CONFIRMATION INFORMATION

If you must cancel, please contact us at 603- 736-9920 as soon as you are aware of the change.

Date of request: _____

Date of meeting: _____ Organization/Department: _____

Person Responsible for Room Reservation:

Telephone: _____ Fax: _____ Email: _____

Number of people attending: _____ Start Time: _____ End Time: _____

Administrative Initial: _____

Epsom Public Library Meeting Room Checklist

After your meeting, please complete the following tasks, initial the checklist and leave it with the appropriate staff person (see bottom of checklist), or leave in the room if the Library is closed.

___ Room: Set up in original fashion.

___ All windows are closed and locked.

___ Heat and air conditioning will be regulated by Library staff – DO NOT TOUCH.

___ Lights turned off if you're closing up after hours. (NOTE: No switch for the 24-hour lights.)

___ Main door locked if after hours/weekend.

___ All meeting items and trash should be removed from meeting room (extra handouts, food, boxes, equipment) and taken from the premises.

___ Carpet vacuumed (cleaning supplies are provided).

How many people attended your meeting? _____

Name of Person Responsible for Use of Room: _____ Date: _____

Please return to: _____

Thank You,

Epsom Public Library