

# Richards Free Library Meeting Room Reservation

## How to Reserve a Room

1. Fill out a Room Reservation Form in person or online.
2. Submit the Room Reservation form with check and insurance rider to the Library Director for approval.
3. Applicants will be notified of approval within three business days.
4. All reservation requests depend upon room availability and the discretion of the Library Director.
5. Contact the Library Director (603-863-3430) for more information.

## Room Reservation Form

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_ email \_\_\_\_\_

**Requested Room** *circle one*

Hale Room

Ballroom

Yeomans Room

Orange Room

<b>Date Reserved</b>
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<b>Proof of Insurance</b> Yes No <b>Check #</b> <i>(Copies of rider &amp; check must be attached)</i>
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I have read and understand the terms of use of this Meeting Room Policy as set forth by the Richards Free Library. I understand that failure to comply with any of these terms results in forfeiture of the refundable deposit and possible denial of the future use of these facilities.

User of any of the Richards Free Library rooms shall protect, save and keep the Richards Free Library, its agents and employees harmless and indemnified against any and all liability, loss, cost, damages, or expenses arising out of any accident or other occurrence on the demised premises, causing death, injury or damage to any person or property due to any act or neglect of the User its agents, employees, assigns, invites or licensees.

**Signature of Applicant** \_\_\_\_\_

**Date** \_\_\_\_\_

**This request has been:**

Approved

Not Approved

**Signature of Library Director** \_\_\_\_\_

**Date** \_\_\_\_\_