

Sanbornton Public Library

PO Box 88
27 Meetinghouse Hill
Sanbornton, NH 03269

603-286-8288

spl@metrocast.net

Request for Usage of Meeting Room

Date: _____

Name of Group: _____

Contact Person: _____

Address: _____

Phone: _____ E-mail: _____

Number of People: _____ Date & time of usage: _____

Please indicate any special arrangements required:

Long-term storage needs:

Request for TV use: _____

We have been provided with and understand the guidelines governing the use of the Sanbornton Public Library Meeting Rooms.

Signature of Contact Person: _____

Date: _____

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Guidelines governing the use of Meeting Rooms

1. It is expected that the room will be left in the same or better condition than at the start of the usage. This includes:
 - Furniture may be moved, but will be placed back in the original formation
 - No alcohol will be permitted.
 - Food and drink spillage will be cleaned-is only allowed in the Woodman Room
 - Windows will be closed and locked
 - Heating/Cooling will be handled by the staff.
 - Window shades will remain open
 - Lights will be turned off
 - Doors will be left open/closed as found
 - Trash and garbage will be removed (carry in/carry out policy)
 - Bathroom door will be left ajar
 - Bathroom will be clean (free of debris, sink & toilet cleaned)
 - Lost and found items will be the responsibility of the group (not purposely left for library staff to handle)
 - Building will be locked, depending on time of room usage
 - Exit doors will be secured, again, depending on time of room usage
2. Due to the age of the building, no jumping or undue stress is to be placed on the floor.
3. Only the rooms reserved will be used.
4. At the discretion of the Library Director, proof of insurance may be required before usage.
5. An incident report will be filed, per library policy, as needed.