



# The Mary E. Bartlett Library



22 Dalton Road

Brentwood, New Hampshire 03833-6000

(603) 642-3355

## Application for permission to use a meeting area

Area requested \_\_\_\_\_ No. of persons expected \_\_\_\_\_

Date(s) requested \_\_\_\_\_ Start time and duration \_\_\_\_\_

### Requested by:

Company name \_\_\_\_\_

Individual contact name: \_\_\_\_\_

Address \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

### Reason for request and

### Description of event/activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you require access to the kitchen? Yes  No

Are there any library materials or equipment needed? Yes  No

If yes, please specify: \_\_\_\_\_

\_\_\_\_\_

Will you be bringing your own materials or equipment? Yes  No

If yes, please specify: \_\_\_\_\_

\_\_\_\_\_

### Certification

This certifies that the undersigned has read and understands the *Meeting Facilities Policy* of the Mary E. Bartlett Library and that all applicable directives therein will be strictly followed. The undersigned also certifies that she/he has the authority to commit the organization, if any, to following said directives. Applicant understands that the Library Trustees reserve the right to require the applicant to maintain insurance coverage on the day of the use of the meeting area, naming the Library as an additional insured. In addition, Applicant must sign the attached Release/Waiver of Liability Agreement as part of this application.

Date \_\_\_\_\_

Authorized signature \_\_\_\_\_

Title

Request Approved/Denied Date: \_\_\_\_\_ by \_\_\_\_\_

*Form Revised May 20, 2015*