

## Meeting Room Reservation Form 2025

Name: \_\_\_\_\_ Group/Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Estimated Group Size: \_\_\_\_\_ Purpose of Meeting: \_\_\_\_\_

Requested Room and Equipment: *check one (training and equipment compatibility check is required)*

☐ **Bradley Room**

**Capacity 100**

☐ 2x 80" LCD TV

☐ Laptop

☐ DVD/Blu-ray Player

☐ HDMI Cable

☐ VGA Cable

☐ Podium

☐ Microphone

☐ **Beaver Room**

**Capacity 26**

☐ Ceiling Projector

☐ Laptop

☐ DVD/Blu-ray Player

☐ HDMI Cable

☐ VGA Cable

☐ Podium

Date of Reservation: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

(please include time for set up and clean up)

Will Meeting Extend Beyond Regular Library Hours? ☐ Yes ☐ No

If your answer is YES, mandatory training with library staff is required.

### Applicant Accountability/Responsibility Agreement

The undersigned user of a Library Meeting Room has read the Wolfeboro Public Library Meeting Room Policy and rules and understands and agrees to abide by the guidelines and rules described therein. Failure to abide by these rules may disqualify the group/organization/individual from future use of the rooms. The user hereby indemnifies, defends and holds harmless the Wolfeboro Public Library, its Library Board of Trustees and staff, the Town of Wolfeboro and its officials for any and all liability which may arise from use of the premises. All Town of Wolfeboro ordinances and Library regulations must be strictly observed. Responsibility for observing all Meeting Room regulations is assumed by the person who signs this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Approved: \_\_\_\_\_

Trained on Equipment (include date): \_\_\_\_\_ Trained in Closing Procedure (include date): \_\_\_\_\_