



ROLLINSFORD PUBLIC LIBRARY
P. O. Box 70

3 Front Street Suite 2B

Rollinsford, NH 03869

(603) 516-BOOK (2665)

Community Meeting Room Use Form

The Community Meeting Room at the Rollinsford Public Library is available for use by **non-profit** groups and organizations as well as Mill tenants during regular library hours. Such groups may also meet after library hours if a member of the library staff is available to open the room. Guidelines for availability and conditions for using the public meeting rooms are set by the Board of Trustees and are outlined in the Library Policies. Library programs and events have priority if a conflict occurs.

Name of Group: _____

Group Leader: _____

Contact Info Phone/Email: _____

Date and Time of Event: _____

Description of Event: _____

Estimated Number of Participants: _____

- *Room capacities is limited to 10 people according to fire regulations
- *No admission fees are permitted
- *Non-alcoholic drinks and light refreshments may be served
- *Smoking is not permitted
- *The group using the room is responsible for leaving it in a clean and orderly condition.
- *Neither the board of Trustees, the Library, or the Town of Rollinsford shall be responsible for any injury or property damage resulting from the use of a meeting room.
- *Meeting space is available only during library hours, unless other arrangements have been made, and will not be available when the library has an emergency closing due to inclement weather.
- *All programs must end 15 minutes before closing.