

Cook Memorial Library
Meeting Room Use Application (Revised 3/12/2018)

Revised on 10/13/2020 with COVID-19 pandemic restrictions - see Pandemic Meeting Room Use Policy (Adopted 10/12/2020)

Date: _____ Tamworth resident or non-resident

Nonprofit/Town committee meeting or private group meeting/event

Name of organization or group: _____

Name of responsible party/group leader: _____

Tel # & E-Mail: _____

*Note: While Pandemic meeting Room Use Policy is in effect, meeting should be scheduled during the library's open hours.**

Do you wish to meet: once twice regularly each week month other ?

Date(s): _____

Time(s): _____

During COVID-19 pandemic, the meeting room is available during library hours only. The only room available for group meetings is the lower level meeting room (Max capacity: 10)

How many people will attend? (up to 10 allowed) _____

Handicap access needed? Yes No

Library equipment needed? (Circle) Easel LCD Projector Laptop Conference Camera/Mic

Hold Harmless Agreement: The undersigned agrees to indemnify and hold harmless Cook Memorial Library and its Trustees and employees from any and all loss, cost (including attorney's fees), damages, expense, and liability in connection with claims for property damage, bodily injury or death by any person which may arise out of the use of any meeting room on the premises of Cook Memorial Library, 93 Main Street, Tamworth, NH 03886.

I have received and read a copy of the Cook Memorial Library Policies governing the use of its meeting room. My signature below signifies that my organization or group agrees to comply with the terms and procedures therein.

Responsible party signature: _____ **Date:** _____

Note: For library records, please fill out Use/Evaluation Form found in the meeting room with date, name of meeting, # of attendees, and any comments you may have. Thank you

*Library Hours: Mondays 10-5, Tuesdays and Wednesdays 10-8, Fridays 10-5, Saturdays 10-4