

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

Date: _____ Tamworth resident or non-resident

Nonprofit/Town committee meeting or private meeting/event

Name of organization or group: _____

Name of responsible party/group leader: _____

Tel # & E-Mail: _____

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

Date(s): _____

Time(s): _____

Which room are you requesting? (See reverse for room descriptions.)

- Upstairs front room (Max capacity: 25 chairs) (Private meeting, \$10/hr, min. 3 hrs)
- Lower level room (Max capacity: 55 chairs) (Private meeting, \$20/hr, min. 3 hrs)
- Ulitz Room (Max capacity: 12 chairs) (For use by nonprofits or Town committees only)

How many people will attend? _____ Handicap access needed? Yes No

Refreshments served? Yes No

Library equipment needed? Circle below

- | | | |
|------------------------|---------------|--------|
| Coffee/tea makers | Thermos/urns | Easel |
| Ceiling-mounted screen | LCD Projector | Laptop |

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 Policy governing the use of its meeting rooms, and a copy of the opening and closing procedures. My signature below signifies that my organization agrees to comply with the terms and procedures therein.

Responsible party signature: _____ Date: _____

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

Room Descriptions

Upstairs Front Room – Maximum occupancy 25

Built in 1895 as part of the original library, the front room is Victorian in design, with charming architectural finishes. It contains fifteen chairs with upholstered seats around several tables, and one office chair at a computer station. Room-darkening shades are on the windows. An ADA-compliant bathroom with baby-changing stand is adjacent.

A thermostat in the room will provide heat or air conditioning as needed.

Lower Level Meeting Room – Maximum occupancy 55

This larger 19'X37" meeting room will seat fifty-five upholstered folding chairs in an audience configuration. Six sturdy 30"X6' folding tables are available for a workshop configuration. Newly renovated, this room has climate-control, excellent lighting, a tile floor, two adjacent bathrooms (one is ADA-compliant) and a kitchenette with small refrigerator and microwave,

There are also four light-weight, folding card tables.

Lower Level Ulitz Room – Maximum occupancy 12

A large table seating 10 comfortably.

Appendix 2: Available Equipment

- Two 12-cup coffee pots
- One electric tea pot for boiling water
- One microwave for the downstairs meeting room
- Three thermoses designated for coffee, hot water, hot cider
- The library does not provide consumables such as paper products.
- Audiocassette/CD player
- LCD projector, ceiling-mounted pull-down screen & library laptop
- Computers are available when library is open.

Note: Library equipment is not available for use off library premises.