

**North Hampton Public Library  
Meeting Room Booking**

This form is to be completed and signed by those wishing to use the library  
Form can be emailed to [nhpldirector@gmail.com](mailto:nhpldirector@gmail.com)

**--PLEASE PRINT--**

Organization \_\_\_\_\_

Date of Meeting \_\_\_\_\_ North Hampton Resident? \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
.....

How many people do you expect to attend your event? \_\_\_\_\_

\_\_\_\_ Program Room Seats 65 with tables (available after hours)

\_\_\_\_ Small Meeting Room 4-6 people (available after hours)

\_\_\_\_ Business Center 4-6 (available after hours)

\_\_\_\_ Reading Room 6-8

\_\_\_\_ NH Room 8-10

May be subject to a deposit – see Meeting Room Policy

\_\_\_\_ Kitchen facilities needed? (check if necessary)

\_\_\_\_ Audio/Visual Needs? Please list. Must make an appointment to review the  
Library's equipment prior to event.

**It is the responsibility of the meeting/event organizers to ensure that all tables,  
chairs, and equipment are returned to their designated/original places.**

\_\_\_\_ I have received and read a copy of the North Hampton Public Library meeting room policy.

signed \_\_\_\_\_ date \_\_\_\_\_

approved \_\_\_\_\_ date \_\_\_\_\_

Approved by the Board of Trustees 10.25.2021