

**North Hampton Public Library  
Meeting Room Booking**

**This form is to be completed and signed by any group wishing to use the library. Meetings may only be held during library hours.**

**Organization** \_\_\_\_\_

**Date(s) of Meeting(s)** \_\_\_\_\_

**Contact Person (must be North Hampton resident)**

**Name** \_\_\_\_\_ **phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**Start Time** \_\_\_\_\_ **End Time** \_\_\_\_\_

**Use of facilities -- Check as appropriate:**

- Craig Meeting Room**
- Additional facilities (specify)**

\_\_\_\_\_  
\_\_\_\_\_

**Use of Equipment -- Check as appropriate:**

- Group will provide own equipment as needed**
- Group needs to borrow library equipment --**
  - Audiovisual equipment (specify)**

\_\_\_\_\_

- Kitchen Equipment (specify)**

\_\_\_\_\_

- Other equipment (specify)**

\_\_\_\_\_

**I have received a copy of the North Hampton Public Library meeting room policy.**

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

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

**Agreement not valid without approval of library director**