

**MEETING ROOM RESERVATION AND
CONTACT INFORMATION FORM**

ROCHESTER PUBLIC LIBRARY
65 South Main St.
Rochester, NH 03867

Phone (603) 335-7550

Fax (603) 335-7582

Hours of operation & directions to library can be found online: www.rpl.lib.nh.us

No meeting can begin earlier than 9:30 or be scheduled for 30 minutes prior to closing.

Name of Group _____

Responsible Person _____

Address _____

Home Phone _____ Work Phone _____

Nature of Event _____

Dates (4 maximum). Reservations no more than 4 months in advance.

Jan _____ Feb _____ Mar _____ Apr _____

May _____ June _____ Jul _____ Aug _____

Sep _____ Oct _____ Nov _____ Dec _____

Time of event _____

Set-up begins (not before 9AM) _____

Clean-up ends (not after 8PM) _____

Number of People _____

By signing this, I acknowledge the rules of use for the Rochester Public Library Meeting Rooms and I agree to the condition that all meetings shall be free and open to the public.

Signature of responsible adult _____ Date _____

Booking confirmed by _____ Date _____
(Library staff signature)

Expiration date of this form (one year from sign up date): _____