LACONIA PUBLIC LIBRARY
APPLICATION FOR USE OF LIBRARY MEETING ROOMS

The auditorium and conference rooms are available during library hours and must be vacated 15 minutes before closing time. The auditorium may also be available outside of library hours. If requesting the auditorium, please return this form 2 weeks before the date of your meeting.

Name of your organization_____

Title of your meeting or program_____

Room requested: Conference Auditorium

Date and times requested_____

Will refreshments be served (auditorium only)? _____

Equipment needed: easel podium microphone

Person making this request/responsible for the program_____

Address_____

City, State, Zip Code_____

Telephone_____ Email_____

The person signing this form is to be in attendance at the event and is responsible for the observance of the Laconia Public Library "Meeting Room Policy" statement. No date shall be confirmed until the Library returns a copy with an authorized signature approving the meeting.

_____ _____

Your signature Library approval signature

_____ _____

Date Date