

Pillsbury Free Library: Frank Maria Room Reservation Form

Date of request: _____ First date of use: _____

Name of Individual or Group: _____

Contact Person: (must be adult Warner card holder) _____

Address: _____

Phone: _____ Email: _____

Purpose of meeting: _____

_____ Number of people expected _____

Requested Date or Dates _____

Time start- end, including set up and clean up: _____

If alcohol is to be served, the booking group must secure written permission from the Select Board prior to event, as the library is Town property. Alcohol? YES NO

If YES, a copy of the written permission must be given to the Library staff in advance of the event. **Permission received date:** _____ by _____

Request to **reserve** the following equipment:

_____ Projector _____ Laptop computer _____ Meeting OWL

_____ Other (USB adapter, etc) _____

_____ YES, Please list our event on the public online calendar of Warner Events at <https://library.warnernh.gov/news-and-events/>

Event start time: _____ End time: _____

I have read the **Pillsbury Free Library's Frank Maria Room Policy** and understand the conditions under which it may be used. Failure to comply will result in cancellation of or refusal of future reservations.

(See also Hold Harmless Agreement form)

Signature of Responsible Person: _____ Date: _____

Library Staff Signature: _____ Date: _____

Date Keys Picked Up: _____ Key Number: _____ Staff Member Initials: _____ No keys Needed: _____

Date Keys Returned: _____ Staff Member Initials: _____ Condition of Room Checked: _____ Notes: _____

PILLSBURY FREE LIBRARY

HOLD HARMLESS AGREEMENT

To be completed when reserving the Frank Maria Meeting Room

As concerns the use of Pillsbury Free Library's Frank Maria Meeting Room, the undersigned agrees to indemnify and hold harmless the Town of Warner, the Pillsbury Free Library Board of Trustees and its 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 of any person which may arise out of the use of the Pillsbury Free Library and or equipment/furniture.

NAME OF INDIVIDUAL OR OFFICER OF ORGANIZATION (PRINT):

Print Name: _____ Date: _____

Signature: _____

Organization: _____

Please return this with your reservation request

Received by Library Representative:

Print Name: _____ Date: _____

Signature: _____

CHECKLIST FOR USERS OF FRANK MARIA ROOM

When you leave:

- Kitchen and tables clean, excess trash and food removed.
- Tables and chairs, etc. put away or returned to original layout.
- Projector off and lens shutter closed.
- All windows closed and locked, if library is closed when leaving.
- Turn off radiators and unplug.
- Minisplit AC or heat control will resume to normal, on schedule.
- Key (if issued) left on desk, or can be put in bookdrop.
- Lights off. Check bathrooms (light/fan has automatic off).
- Entry locked and alarm set, if library is closed.

Instructions for setting alarm at closing **are on the keypad** at lower door.

Note: If you set the alarm and exit, DO NOT re-enter. Call Nancy 456-3661 if you forgot something or if you accidentally set off the alarm.

Thank You!