

Pillsbury Free Library: Frank Maria Room Reservation Form

Date: _____

Name of Individual or Group: _____

Contact Person: (must be adult Warner resident) _____

Address: _____

Phone: _____ Email: _____

Purpose of meeting and numbers of people expected: _____

Requested Date or Dates, with times included for 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. A copy of the written permission must be given to the Library staff in advance of the event.

Request to **reserve** the following equipment:

_____ Projector _____ Laptop computer _____ Chromecast device

_____ YES, Please list our event on the public online calendar of Warner Events at <https://www.warner.lib.nh.us/warner-events-calendar/>

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.

Signature of Responsible Person: _____ Date: _____

Library Staff Signature: _____ Date: _____

CHECKLIST FOR USERS OF FRANK MARIA ROOM

- Kitchen and tables clean, excess trash and food removed.
- Tables and chairs, etc. put away or returned to original layout.
- All doors and windows locked, if library is closed when leaving.
- Thermostat returned to normal setting by pressing "schedule."
- Complete and leave this checklist, and keys (if issued).
- Lights off.

Note: If you set the alarm and exit, DO NOT re-enter: Call Nancy 456-3661

Individual or Organization Name: _____

How many people attended your event?: _____

Comments: _____

Staff Use Only:

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

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