

**Rye Public Library  
Community Meeting Room Reservation Form**

Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

requests the use of the Meeting Room on date(s) \_\_\_\_\_

between the hours of \_\_\_\_\_ and \_\_\_\_\_

This reservation is made for the organization by

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

who personally accepts responsibility for payment of bills and observance of regulations, and any damage to library property and equipment and has read and agrees to comply with the Rye Public Library's Community Meeting Room Policy.

Number of Attendees \_\_\_\_\_

Purpose of meeting / program \_\_\_\_\_

This reservation must be made at least one week before the scheduled event. Duplicate should be kept by applicant.

Requests that fall outside the scope of the Community Meeting Room Policy will be decided on a case by case basis by the Library Director and the requesting organization will be charged at a rate of \$20.00 per/hour.

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Signature \_\_\_\_\_, Library Director

The library trustees reserve the right to cancel a previously scheduled reservation if the Library needs the Community Meeting Room.

Please direct the questions and/or request submissions to the following:

Rye Public Library, 581 Washington Road, Rye, NH 03870 or via email [contact@ryepubliclibrary.org](mailto:contact@ryepubliclibrary.org)

Phone: 603-964-8401 Fax: 603-964-7065

*Approved by the Rye Public Library's Board of Trustees, July 9, 2008.*