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(Name of Organization – Please print)

**Room Request Form**  
**Assumption of Responsibility**  
**KEENE PUBLIC LIBRARY**

As the official representative of the above named group, I agree to inform attendees that conduct in all meetings must be in compliance with the Library’s Meeting Room Policy, which I have read and understand.

- **Library meeting space** may be reserved by anyone 18 years and over for civic, cultural, recreational, educational, or political programs or meetings with priority given to public meetings which must be free and open to all. If space and staff are available, non-public meetings such as membership and other private social gatherings are permitted and charged at a different fee. All non-public meetings and programs must be non-commercial, nonsoliciting in nature.
- Proper respect for all people in the library and the building will be observed. I agree not to solicit donations or sell any item in the library.
- All persons and organizations using the City of Keene Public Library meeting rooms shall possess any and all licenses, rights, or other permission required by law to prevent infringement and/or the unauthorized use of any trademarks, copyrights, and/or other intellectual property rights.
- Food and drink is permitted within the meeting rooms and the Putnum atrium only. Any food or drink debris must be removed by the reserving group, bagged up securely and taken to the receptacle outside the building. Rooms must be left in a neat and orderly condition. A cleanup fee may be charged for rooms left in a disorderly condition. The individual who completes the registration form will be held responsible for damage. The library is not responsible for materials or possessions left behind at the conclusion of meetings.
- **Inquiries from the public concerning specific programs will be referred to the sponsoring organization and/or the individual booking the meeting space.**

Please indicate the nature of your requested event. PUBLIC  PRIVATE

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(Signature)

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(Print Name)

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(Title)

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(Date)

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(Current Phone)

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(Email)

Please fill out this form and return it to the:  
Keene Public Library, 60 Winter Street, Keene, New Hampshire 03431 Attention: Susan Bloom.