

HALL RENTAL AGREEMENT

PETERBOROUGH TOWN LIBRARY

2 Concord Street

Peterborough, N.H. 03458

603-924-8040

603-924-8041 (fax)

NAME AND ADDRESS OF APPLICANT FOR RENTAL

CONTACT PERSONS:

#1	#2
Name _____	Name _____
work _____	work _____
home _____	home _____

=====

Dates Requested	Time (start to finish):
_____	_____
_____	_____
_____	_____
_____	_____

Please remember that payment is required 48 hours before event.

Equipment requested: _____

Please initial:

- ___ We have requested to use the equipment listed above, and attest that we are capable of using this equipment without instruction by library staff.
 - ___ We request instruction in the use of the equipment listed above, at the library's time of choosing.
 - ___ We understand that technical assistance will NOT be available during our meeting.
 - ___ We accept responsibility for any and all damage done to library equipment up to the full replacement value of the equipment.
- (over)

I certify that I have read and understand the attached hall rental agreement, and also understand the penalties for noncompliance.

_____ For _____
Name Organization

Date _____
Confirmation for the Peterborough Town Library _____
Name

HALL RENTAL

Terms and Conditions

The Hall shall be left in the same condition it was in prior to rental. The lessee shall be Responsible for all damages.

Smoking is prohibited in the building and it shall be incumbent upon the lessee to enforce this provision.

Sponsoring organizations are responsible for picking up after an event and for taking away any accumulated trash. For those unable to do so, a \$20 cleanup charge may be assessed to cover costs.

No nails, tacks, staples or transparent type tape shall be affixed to any wall, ceiling or woodwork.

For groups serving food and/or drink, the library reserves the right to require a \$50.00 damage deposit.

Per order of the Library Board of Trustees, no lessee shall be permitted to store material or equipment in the library.

Liability insurance is not required (except when alcohol is being served) but is strongly recommended. *See attachment.* Alcohol may be served by prior permission only and will require, per Town policy, the presence of a police detail officer and proof of tenant users' liability insurance.

Town of Peterborough boards & committees may use the library hall without charge. The fee schedule for all other organizations is as follows:

Fees and hall capacity

FEES	Nonprofit*	For-profit*
Morning (8-12)	\$30.00	\$50.00
Afternoon (1-6)	\$30.00	\$50.00
All day (8-5)	\$60.00	\$100.00
Evening (6-11)	\$30.00	\$50.00

*Payment is required
48 hours in advance.*

*A group is considered a "For-profit" group if it: charges a fee to attend the meeting; sells a product or service; OR does not have 501(C)3 Non-profit status.

CAPACITY (Approx.)

Persons seated	75
Persons standing	100

FURNISHING & FACILITIES:

Stacking chairs	70
Tables	10

Additional chairs and tables may be available..

The room has a bathroom, kitchen sink, electrical plugs, and a projector screen.

A \$10.00 reservation fee may be charged for events cancelled with less than 48 hours notice.

(over)

You must pick up your hall key **PRIOR TO** the library's closing hour:

- 6 PM Monday, Wednesday and Friday
- 8 PM Tuesday and Thursday
- 4 PM Saturday

To conserve resources, all groups are asked to keep the heat down to the extent possible, turn off lights before leaving, and check to insure that doors and windows are locked. Groups renting at night are expected to turn down the heat and shut off lights before leaving. Failure to do so will result in an energy charge of \$15.00.

AVAILABLE EQUIPMENT

The following equipment is available for use by groups who rent the meeting hall:

- Slide projector
- Overhead projector
- Laptop computer
- Blu-Ray DVD player
- Digital projector
- Screen (located in hall)

If you do not know how to use an item of equipment, staff (at the library's time of choosing) will be available to show you. Be advised that no technical assistance will be available during your meeting. Please note that no equipment will be made available for private, social functions.

PARKING

Library parking is limited. If you schedule a meeting here, please leave some spaces for library patrons by parking in alternative locations:

- On Concord Street, opposite the library.
- (Evenings) in the parking lot behind the Verizon Telephone building, two buildings north of the library.
- In the public Town Parking Lot on Summer Street, beside the Fire Department.
- On Main Street (2 hour parking limit during business hours).
- In the public Town Parking Lot on Depot Street.
- In the parking area between the Peterborough Diner and the Toadstool Bookshop on Depot Street.

There is **NO PARKING** allowed in the fire lane beside the library building. Police will ticket cars parked in this lane. Please do not park in the Centertown Plaza lot (on Main Street, across the bridge).

If your group is **very** large, please telephone the library for more parking suggestions.