
(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 is reserved for use by nonprofit, civic, cultural, charitable and social groups only.** I understand that any meetings held on the Library premises must be free and open to the public. 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. I understand that the group must state its sponsorship and is prohibited from making statements in its advertising or meeting announcements that suggest library sponsorship or endorsement. The rooms must be left in neat and orderly condition and the signer will be held responsible for any damage.

(Signature)

(Print Name)

(Title)

(Date)

(Current Phone)

(Email)

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