

# Meeting Room Group Form

Whipple Free Library  
67 Mont Vernon Road, New Boston, NH 03070  
(603) 487-3391  
circulation@whipplefreelibrary.org

**Nonprofit Group Name:** \_\_\_\_\_

**Contact Person** (Must be a New Boston resident at least 18 +): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Second Contact Person** (Must be a New Boston resident at least 18 +):

\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*For after-hours usage:*

The **Alarm Fob, Building Keys** and **Feedback Form** must be picked up by the primary or secondary contact person during open library hours. The fob, keys and form should all be placed in the book drop after the building is locked and secured following the meeting. Regular groups may request use of a code instead of a fob for the security system. **There will be a \$150 fee for the failure to return the alarm fob and a \$50 fee for failure to return any building keys.**

I have read the Whipple Free Library's Meeting Room Policy and understand the conditions under which it may be used and that I am responsible for any lost fobs/keys, damages, or cleaning costs, incurred as a result of my usage. Failure to comply may result in cancellation or refusal of future reservations.

Signature:: \_\_\_\_\_

Date: \_\_\_\_\_