

# Application for Use of Auditorium

**The auditorium is intended for public gatherings of a civic, cultural, informational, or educational nature that are free and open to the public.** Usage is free of charge for non-profit organizations. For-profit groups may use the auditorium at the rate of \$50.00 per hour with a \$100.00 minimum. Payment is due on the day of the event in the form of a check made payable to Laconia Public Library, or cash. No admission fee, registration fee, donation or other monetary solicitation may be sought from meeting attendees. Room capacity is 105 for auditorium style seating.

Name of your organization: \_\_\_\_\_

Type of organization: Non-profit \_\_\_\_\_ For-profit \_\_\_\_\_

Date and time requested: \_\_\_\_\_

Will refreshments be served? \_\_\_\_\_

Equipment needed: easel \_\_\_\_\_ podium \_\_\_\_\_ microphone \_\_\_\_\_ projector \_\_\_\_\_

Person making this request/responsible for the event: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

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

*Please write legibly, as this will be used for confirmation of the reservation.*

The person signing this form is to be in attendance at the event and is responsible for the observance of the Laconia Public Library "Meeting Room Policy" statement. No date shall be confirmed until the Library receives and returns a copy with an authorized signature approving the meeting.

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director's Signature

\_\_\_\_\_  
Date

695 N Main Street  
Laconia, NH 03246  
(603) 524-4775



Monday - Thursday 9 - 8  
Friday 9 - 5  
Saturday 9 - 4

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