

EMMA SAWYER COMMUNITY ROOM

Weare Public Library

We are happy to offer the Sawyer room for public gatherings. If your meeting begins when the library is not open, someone must sign out a key the day before the event and guests must enter through the side door, unless the handicap elevator is needed (please inform the staff ahead of time). Please leave the room neat and clean so others may enjoy it as well. Good luck with your event!

Rules for Use and Application

1. Maximum occupancy is 50 people.
2. Youth groups must have an adult sponsor and one adult in attendance for every 15 young people present.
3. Non-local groups must be sponsored by a Weare member of the organization.
4. No commercial use is permitted.
5. All meetings must be open to the public and free.
6. The key must be returned the next day that the Library is open. (Bookdrop may be used for return)
7. No smoking, vaping, or alcohol allowed on library property.

Please return the room to the arrangement in which you find it.

Today's Date: _____

Organization or individual: _____

Date(s): _____ Times: _____ to _____

Estimated Audience: _____

Applicant Name: _____

Signature: _____ Date: _____

Phone or Email: _____

For Library Use

Approved by: _____ Date: _____