



Peterborough Town Library

2 Concord Street, Peterborough, NH 03458-1511 ■ (603) 924-8040 ■ PeterboroughTownLibrary.org

Meeting Room Rentals Training Checklist

Facility Training:

All groups are required to complete a facility training to use the library meeting rooms. A member of the library staff will be in touch to make an appointment. We recommend the training is held at least 5 days before your event. Please note, we require an appointment so our small staff may accommodate your training. Trainings include details on:

Payment

The small meeting rooms are free to verified 501(c)3 non-profits. For all other groups, please pay for your room at least 24 hours in advance.

Keys/Doors

If your meeting is before or after library business hours, please arrange a time to pick up your key at least 24 hours before your event.

Audio/Visual Equipment

To use our equipment, you will need a laptop with HDMI and USB ports – or the necessary connecting cable/dongle to make those connections. If possible, please bring the laptop you plan to use for your meeting to the training.

Lights/Shades/Furniture

All furniture should be left as found at the end of your meeting. The library does not provide linens.

Trash Removal

The library provides barrels in the room. Please remove any trash in excess of these barrels.

Parking

For larger groups, meeting during library business hours, please ask your guests, who can walk a 5-minute distance, to park in downtown locations. There is parking on Grove St. and Main St., the Riverwalk Parking Lot off Grove Street, and a municipal lot by the Fire Station on Summer St.

Alcohol Policy

If you would like to serve alcohol at your event, please purchase the Primex TULIP insurance and submit your policy to the library well in advance of your event.

Expectations and Questions

Emergency Contact:

Director- 603.924.8045

Assistant Director – 603.924.8041

Email: Library@PeterboroughNH.gov

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