New Hampshire Telephone Museum

Room Rental Policy

The Museum's meeting rooms are primarily for programs sponsored or co-sponsored by the New Hampshire Telephone Museum.

When not being used for museum programs, the meeting rooms may be reserved for public gatherings. Use of the meeting room is obtained through a written reservation form.

The Telephone Museum Board may permit the use of its museum meeting facilities by commercial organizations needing facilities for training or meetings, provided there is no danger of harm, for a predetermined fee and by educational, cultural, or civic groups which are of a non-profit nature at a 40% discounted rate of the predetermined fee (see attached fee structure).

A non-profit organization is an association, club, or society that is operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. Groups may or may not be a registered charity with a charitable registration number.

The Telephone Museum Board does not endorse the views represented by any group booking its facilities. Promotional materials must not imply Museum sponsorship.

All meeting room applications must be signed by someone eighteen (18) years of age or older, and at least one adult, approved by Museum staff, must be in attendance when the meeting room is used by minors. The estimated rental fee must accompany the application. In the event of a cancellation, a full refund will be given only if the Museum receives notice 72 hours in advance.

The organizational representative signing this form must be in attendance to conduct and/or monitor the meeting. The representative may appoint a designee from the organization to attend in his/her place if he/she is unable to attend. The Museum must be given prior notice of the designee's name, title, address and telephone number.

The renter agrees to indemnify and save harmless the Telephone Museum Board from any action or claim being brought against it as a result of the use of the Telephone Museum facilities by the renter.

The Telephone Museum Board is not responsible for personal injury or damage, or for the loss or theft of clothing and equipment, of anyone attending on the invitation of the renter. This disclaimer also applies to the use of the parking lot.

Preparation of the room for the meeting, and clean-up following the meeting, are the responsibilities of the group requesting use of the room.

Any damage to the Telephone Museum building and/or its equipment must be repaired or replaced at the renter's expense.

Number of persons cannot exceed maximum capacity as outlined below.

Consumption of alcoholic beverages is not permitted in any Telephone Museum areas.

Smoking is not permitted in any Telephone Museum areas.

Failure to abide by these regulations may result in the withdrawal of meeting room privileges.

Where scheduling conflicts exist, priority will be given as follows:

a.) Museum programs

b.) Town organizations

c.) Non-town organizations

d.) Other

The Museum reserves the right to waive regulations at their discretion.

The Violette Room	Conference	Theater	Classroom	Rate/hr 2 hr min	Rate Add'l hrs	Rate Recurring
Capacity:	6	N/A	N/A	$25	$10	$75/mo
Includes:	1 table; 6 chairs Bathroom facilities Handicapped accessible			Nonprofit Rate		
				$10	$4	$30/mo
				Museum Member Rate		
				Fee may be waived		

The Cloues Room	Conference	Theater	Classroom	Rate/hr 2 hr min	Rate Add'l hrs	Rate Recurring
Capacity:	20	40	24	$50	$15	$175/mo
Includes:	3 8' tables; 4 6' tables; 40 chairs Bathroom facilities Handicapped accessible			Nonprofit Rate		
				$20	$6	$70/mo
				Museum Member Rate		
				Fee may be waived		