

## Gilford Public Library Meeting Rooms Policy

### I. Purpose

The Library Meeting Room is for meetings or programs of an educational, philanthropic, cultural, recreational or civic nature; and for other functions, on a first-come, first-served basis.

The New Hampshire Room is for quiet study and/or small groups of 6 or less. It is used on a first-come, first-served basis and may not be reserved. All groups must allow public access for use of the collection in the room.

### II. Statement of Policy/Principles

- Use of the meeting room for Library, Library-affiliated or Library-sponsored/co-sponsored meetings or programs shall have priority over all other requests. Thereafter, requests are considered in the following order:
  1. Federal, State, County and Town governments and their committees/agencies.
  2. All other uses are on a first-come, first-served basis.
- The Library reserves the right to cancel a booking of the meeting room for a Library program with a 30-day notice.
- Publicity of a meeting or event in the Library must include the following information:
  1. Name of organization and contact for organization (phone number, web site, email) prominently displayed on any publicity materials including web sites as sponsor of the meeting/event;
  2. The name and address of the Library may appear on publicity only as the location, and in no way should imply that the Library is sponsoring, condoning, promoting, or otherwise has any other role in the event other than location. On any advertising materials, the library's name must appear with the term Meeting Location on the same line.

### III. Guidelines

- All requests to use the Meeting Room must be made in advance by a Gilford resident who takes responsibility for the group's compliance with this policy and for protection of library property in connection with the meeting.
- Local non-profit organizations, associations, and groups may use the Meeting Room free of charge.
- For-profit groups, businesses, and private parties may use the room for a fee of \$50 and the fee is due upon submission of the application form.
- No group may transfer use of the room to another group.
- All groups must allow library staff to have access to the back break room.
- Groups may book the room for a maximum of 6 times a month.
- Meetings must begin when the library is open. On Saturdays, meetings must end by 2PM.

#### IV. Application Form and Procedure:

- Reservations are made with the Library by submission of the Meeting Room Application.
- The person signing the Application must be over 18 years of age and in attendance when the Meeting Room is in use. The person shall be responsible for the conduct of their group, payment of fees and for protection of library property in connection with the meeting.
- Applications will be accepted up to 6 months in advance.
- Completed Meeting Room Applications may be hand delivered to the Library, emailed to [Arielle@gilfordlibrary.org](mailto:Arielle@gilfordlibrary.org) or faxed to (603) 524-1218
- The applicant will be contacted by the Library Director or his/her agent only if use of the room is **NOT** approved.
- Reservations will be posted to the Library's Meeting Room Calendar at <http://gilfordlibrary.org/Pages/Index/170/meeting-room-calendar>
- Cancellation of reservations for meetings is required 7 days in advance with the return of any fees. Applicants that are not assessed fees shall be required to cancel reservations 48 hours in advance if the room is no longer needed to give opportunity for use by others.

#### VI. User Responsibilities

- Chairs and tables will be provided, and efforts will be made to set the room up as requested. Please do not drag the tables and chairs across the Meeting Room floor.
- Groups and/or individuals using the Meeting Room on Fridays and Saturdays must be responsible for disposal of trash on a carry-in/carry-out basis.
- Groups are responsible for cleaning up after themselves, and for any damage resulting from their use.
- Lights and equipment are to be turned off.
- The kitchen must be cleaned and returned to the condition in which it was found.
- Smoking and alcohol use is not permitted.
- Use of the gas fireplace may only take place during library hours.
- Once the library doors are locked, the doors may not be propped open to let additional people in. All participants should be in the library by closing time.
- Failure to abide by these rules for meeting rooms use may be justification for denying the group further use of meeting room.

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