

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.

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 and associations may use the meeting room free of charge during library hours.
- For-profit groups and businesses may use the room for education and training, but may not sell or dispense their product, distribute advertising, or schedule appointments for follow-up sales.
- No group may transfer use of the room to another group.
- All fees are due upon submission of the application form.
- 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.

IV. Fee Schedule

	Non- Profits/Associations	For-profit/Private Use
Use During Library Hours	No charge	\$40
Use Before/After Library Hours	\$30	\$55

- Normal Library Hours are as follows: Monday, Wednesday, Friday, 9-6; Tuesday, Thursday 9-8; Saturday 10-2. Meetings must begin within ½ hr. of closing time or after library hours charge applies.
- The Meeting Room will not be available on days that the library is closed.

V. Application Form and Procedure:

- Reservations are made with the Library by submission and approval 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.
- Reservations must be made 24 hours prior to the meeting date, in order to allow sufficient time to process the application. Applications will be accepted up to 6 months in advance.
- Any fees are due with the Meeting Room Application.
- Completed Meeting Room Applications may be hand delivered to the Library, emailed to [sara@gilfordlibrary.org](mailto:sara@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.

VI. User Responsibilities

- Chair and tables will be provided, but must be set up by each group. Groups are responsible for returning furniture and equipment to the configuration in which the room was found.
- 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 is not permitted.
- Alcohol is not permitted, except in specifically approved library functions.
- Use of the gas fireplace may only take place during library hours.
- Failure to abide by these rules for meeting rooms use may be justification for denying the group further use of meeting room.

Revised 11/19