31 Potter Hill Road
Gilford, New Hampshire
03249

603-524-6042
603-524-1218 Fax
www.gilfordlibrary.org

APPLICATION FOR USE OF MEETING ROOM

Please complete this application and return it to: Gilford Public Library, 31 Potter Hill Road, Gilford, NH 03249, phone number is 524-6042 and fax number is 524-1218. If the application is incomplete or illegible, it will be returned to you unapproved.

Date(s) of your meeting_____Day_____

What time would you like the room open?_____

What time does your meeting start?_____What time does it end?_____

Name of your organization_____

Purpose of your meeting_____

Estimated attendance_____(Maximum capacity for room is 100.)

Number of chairs needed_____Number of tables needed_____
Note: Chairs 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.

Equipment requested_____

The undersigned, **Gilford resident**, on behalf of the above named organization, hereby indicates that he/she has **read and agrees to comply with the policy and procedures governing the use of the meeting room**. The undersigned assumes all and exclusive responsibility for the preservation or order and the sole responsibility for any injury to persons, damage to Library facilities of Library or personal property, or loss of Library or personal property that may result from this use. The Gilford Public Library will not be held responsible for any materials, equipment, or personal belongings left in the building.

_____
Date of application Signature of applicant

Contact person_____Phone_____

Address_____Gilford, NH

Email address:_____

Completed Meeting Room Applications may be hand delivered to the Library, emailed to arielle@gilfordlibrary.org or faxed to (603) 524-1218