

Gilford Public Library
Meeting Room Policy

I. Purpose

The Library Meeting Room is for meeting or programs of an educational, philanthropic, cultural, recreational or civic nature and for other functions, which, in the judgement of the Board of Trustees, will benefit the residents of the community.

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.
- Scheduling of a meeting or program of a group or organization in the Library does not in any way constitute an endorsement by the Library of the group or organization; its activities; or of the ideas and opinions expressed during the course of meetings or programs held at the Library.
- The use of the name, address or telephone number of the Gilford Public Library as the address for any group using the Library for meeting purposes is prohibited.

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. They must allow the general public access to their meetings, and may not charge admission fees.
- 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.

IV. Fee Schedule

	Non- Profits/Associations	For-profit/Private Use
Use During Library Hours	No charge	\$35
Use Before/After Library Hours	\$25	\$50
Equipment Charge (Reserved in Advance)	\$0	\$15
Kitchen Charge	No charge	\$15

- Normal Library Hours are as follows: Monday, Wednesday, Friday, 9-6; Tuesday, Thursday 10-8; 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 Sundays.

V. Application Form and Procedure:

- Reservations are made with the Director of the Library by submission and approval of the Meeting Room Application Form
- The person signing the Application Form 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 at least seven days prior to the meeting date, in order to allow sufficient time to process the application and notify the contact person. Applications will be accepted up to 6 months in advance.
- Any fees are due with the Meeting Room Application.
- The applicant will be contacted by the Library Director or his/her agent if use of the room is **not** approved.
- 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.
- Use of the Meeting Room when the library is closed requires a meeting with someone on the Library Staff to obtain a key and review alarm procedures.
- 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.

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