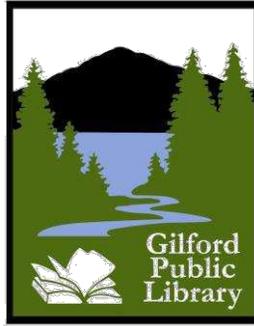


31 Potter Hill Road  
Gilford, New Hampshire  
03249



603-524-6042  
603-524-1218 Fax  
[www.gilfordlibrary.org](http://www.gilfordlibrary.org)

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### 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. In addition, groups in the library after the library closes are responsible for turning off lights, equipment and shutting any open windows.

Equipment requested \_\_\_\_\_

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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** and will be in attendance for the duration of the meeting. The undersigned assumes all and exclusive responsibility for the preservation or order and the sole responsibility for any injury to persons, damage or loss to Library or personal property, 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](mailto:arielle@gilfordlibrary.org) or faxed to (603) 524-1218