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.

If you already made a telephone reservation and you wish to hold it, you must submit this application on or before:_____

Date(s) of your meeting_____

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_____

Equipment requested_____

The undersigned, 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