

## **Gilmanon Year-Round Library Meeting Space Policy**

The Gilmanon Year-Round Library offers meeting and exhibit space for community use and encourages citizens and organizations to meet at the library for activities including but not limited to social, civic, cultural, informational or recreational purposes. Activities and meetings must be open to the public and no attendance or entry fee may be charged. Except for library groups, meetings to include fund raising are prohibited. Use of the library must not be for the benefit of private individuals, commercial enterprises or as office space.

Use of meeting space is by reservation only. Attendance is limited to sixty people. An application form for each use of meeting space must be presented at least three weeks in advance of the meeting. Reservations may be requested up to three months in advance. Reservations will be considered on a first-come/first-served basis, as long as the use conforms to library policy guidelines and does not conflict with library programs.

Although there is no charge for using the meeting space when the library is open, donations are encouraged.

After-hours usage fees depend on the length of the activity, number of attendees and any maintenance (clean-up) anticipated.

Up to two hours, up to 40 people = \$50

More than two hours, over 40 people = \$100

A refundable deposit of \$100 is required with the application.

In adherence to IRS regulations, meetings for political parties or politically partisan organizations may be allowed according to this fee schedule.

Refreshments are allowed, but all groups are required to leave the meeting area in a neat, clean, and orderly condition. The library does not have the space to provide storage for groups using its facilities.

Smoking and alcohol consumption are prohibited around and throughout the library.

Use of the library's meeting space does not imply endorsement of the event or its sponsor by the GYRL. Furthermore, no announcement, press release, flyer, or other promotional endeavor should state or imply GYRL's endorsement or sponsorship of the event or its sponsor. Such promotional endeavors should clearly state that the library is merely the location. Groups may not use the library's name or address as their own address or headquarters.

GYRL makes meeting and exhibit space available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted by the Board of Directors

Date: July 13, 2015 Modified 1/17/2023 (Eff. 4/1/2023)

**Gilmanton Year-Round Library  
Meeting Space Reservation Form**

Date of Program: \_\_\_\_\_ Date of application: \_\_\_\_\_

Please call (603) 364-2400 to check availability before mailing or returning the form.

Please fill out this form, sign it and return to:

**Librarian  
Gilmanton Year-Round Library  
PO Box 413  
Gilmanton, NH 03237**

**Name of Group or Organization:**

\_\_\_\_\_

**Title and Purpose of Program:**

\_\_\_\_\_

**Date(s) Requested:**

\_\_\_\_\_

**Hours: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Expected Attendance:** \_\_\_\_\_

**I, the undersigned, having read the Meeting Space Policy, accept the responsibilities stated therein.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Deposit received: \_\_\_\_\_

**Smoking and alcohol consumption are prohibited around and throughout the library.**