

GPL Policy 4: Public Meeting

- 1) The Gorham Public Library provides meeting space for non-profit community groups and governmental agencies without charge unless such a group is using Library space for a specifically approved activity which includes fund raising or admission fees.

- 2) Any use of Library space for meetings or activities must be approved in advance by the Library Director on a "first-come, first-serve" basis. A group may be given a single, six-month approval for regular meetings and such an approval may be renewed by the Director at the end of each six-month period. All such decisions shall be final unless modified by the Trustees acting upon a written appeal presented by the objecting party.

- 3) Parties using meeting space are requested to refrain from attaching anything to the walls, woodwork or windows, even temporarily, and they are requested to leave the space clean and picked up. They may borrow a library easel if one is available.

- 4) All regular Library rules and policies apply to the use of space for meetings.

The Trustees and the Staff and appreciate and thank you for your cooperation.

APPLICATION

Name of Organization _____

Contact Person _____ Phone# _____ Cell Phone# _____

Address _____

Date of Program: _____ Time: Begins _____ Ends _____

Number of People Expected _____

Signature of Applicant _____ Date _____

Approved _____ Date _____