



Pelham Public Library  
24 Village Green  
Pelham, NH 03076  
Telephone: (603) 635-7581  
www.pelhampubliclibrary.org

### Solicitation Request

Solicitation activities are approved by the Library Board of Trustees. Non-Profit organizations that wish to engage in solicitation activities at the Pelham Public Library must request permission from the Library Board of Trustees 60 days in advance by filling out this form and delivering it to front desk staff. Approval for requests will be granted not more than 60 days from requested event.

\*Note: Solicitation is considered any request from a community member or business for physical or monetary resources. A non-profit group is defined as a group that is either a verifiable 501(c)(3) entity through the Internal Revenue Service, or is an informal group that does not charge a fee for meeting or event attendance. Requests are accepted on a first-come, first-served basis, and the person placing the request must be a Pelham resident 18 years of age or older.

Name of organization and contact for organization (phone number, web site, email) must be prominently displayed on any publicity materials including web sites as sponsor of the event. The name and address of the Library may appear on publicity only as the location, and in no way should imply that the Library is sponsoring, condoning, promoting, or otherwise has any other role in the event other than location.

Name of Sponsoring Organization (no abbreviations): \_\_\_\_\_

EIN number: \_\_\_\_\_ Current Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact's phone number: \_\_\_\_\_

Date of event: \_\_\_\_\_ Beginning and end time of event: \_\_\_\_\_

Location of event (please note specific area of library): \_\_\_\_\_

Type of solicitation (circle one): Give Away / Blood Drive / Sale / Requesting Donation / Membership / Other

Please provide details regarding your solicitation request/fund raising program. What are the program details? What are you giving away/selling?

How did you obtain the product or goods (circle one): Donated / Homemade / Purchased / Not Applicable / Other

If 'Other', please explain: \_\_\_\_\_

What will be done with the funds collected? \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Application (Circle one):	Approved	Denied
Reason: _____		
_____		
Authorized signature: _____		
Date copy of form was mailed/given to applicant: _____		