

North Hampton Public Library Meeting Room Policy

Purpose

Meeting rooms at the North Hampton Public Library are intended for library programming and for public gatherings of a civic, cultural, recreational, or educational nature. Room usage is free of charge to registered non-profit organizations serving the citizens of North Hampton provided no admission fee is charged.

All meetings by non-profit organizations or citizens of North Hampton are to be open to the public and cannot be reserved for personal use such as weddings, birthdays and other special occasions. No admission fee, registration fee, donation or other monetary solicitation may be sought from meeting attendees. No resources, services or other items may be sold or solicited without written authorization of Library Administration.

The Library recognizes the rights of free speech and free assembly. Permission for a group to use library space does not constitute an endorsement of the groups' philosophy or objectives by the Library.

Independent or unrated films may not be shown without prior approval and/or review by Library Administration. (subject to movie licensing laws)

Reservation of meeting rooms

Same Day Drop-Ins

Those who drop-in and request to use a meeting room the same day may do so for a two-hour period. If the room is not needed after the two-hour period has expired, they may continue to use the room. North Hampton residents and NHPL Library cardholders will be given priority over non-residents or non-cardholders.

Organizations & Groups

First priority of bookings of meeting room facilities will be reserved for North Hampton Public Library programs and activities or programs sponsored by the library, and North Hampton groups.

Scheduling of meeting rooms is on a first come, first served basis. Repeat reservations may be limited due to high demand. The Program Room must be booked at least 48 hours in advance. The other meeting rooms may be reserved a day in advance. Recurring weekly or monthly meetings may be booked for up to 3 months at a time. Each meeting room must be reserved separately. Exceptions are at the discretion of Library Administration.

The Meeting Room Booking Form for the Program Room must be returned to the library for review and approval at least 48 hours before the meeting/event and confirmed by Library Administration. Meeting room booking forms for the Small Meeting Room, Business Center, Reading Room, or NH Room must be returned for review and approval no later than the day before the meeting/event and received and approved by the close of the library that day.

Those 18 and over may reserve a meeting room for a meeting to be held after library hours of operation. All activities must be legal and create no disturbance to other library functions. Meeting room users are subject to all library rules and policies.

The Library reserves the right to move meeting room locations to accommodate all requests. When it becomes necessary for the library to change a meeting time, place or date, the Library Administration will notify the group's contact person at least 24 hours before the scheduled program. Every effort will be made to give groups more notice.

Meeting Room Charges

Non-residents and for profit organizations will pay a refundable deposit to use a meeting room either during or after library hours. The deposit will be returned if the room is left clean and in a neat and orderly condition.

Program Room - \$100

Small Meeting Room - \$50

Business Center - \$75

Reading Room - \$75

NH Room - \$75

All Individuals & groups are expected to leave the room clean, and in a neat and orderly condition, subject to a cleaning fee if not left in the same condition as before the meeting.

Equipment

If the meeting will require any available audio-visual equipment it must be included in the paperwork that is due prior to the room booking being confirmed. The library reserves the right to refuse any unplanned, day of event, audio-visual requests.

Library staff is not available to assist in room setup, configuration, or troubleshooting of personal technology devices of any kind. Individuals or groups planning to utilize the library's audio/visual and technology equipment must schedule an appointment with staff to preview the meeting area and audio/visual and technology accommodations before the scheduled meeting time to confirm setup options and compatibility of Library equipment/spaces with personally owned devices.

Tables and chairs are available with advance notice, and it is the responsibility of the meeting/event organizers to ensure that all tables, chairs, and equipment are returned to their designated spots. (see chart). Non-Library owned equipment and or furniture may not be stored in the library without prior permission.

Kitchen Facilities

Groups who book the kitchen are required to clean and restore the kitchen and kitchen area to the way it was found. All items brought in by groups are to be removed from the kitchen area including but not limited to food, paper products and other serving utensils upon completion of each usage of the kitchen.

Note

Failure to abide by the rules of the Library, misuse of a meeting room, or the repeated failure to cancel a reserved room without first giving 24 hours prior notice to the Library may result in a group being barred from using library meeting rooms for one year.

Notice of Events

Flyers advertising events may be left with library staff to be posted one week before the scheduled event. No group will imply in its advertising or during the meeting that the Library sponsored or supported its meeting, group or presentation without first receiving permission in writing from Library Administration. Any group found to have promoted their event as library sponsored may be barred from room rentals for one year.

Special Security Costs

When a determination is made by the Library Administration that the proposed use of the meeting room(s) will necessitate additional security or police presence, the reserving group or organization shall be responsible for pre-paying all of the cost of the same. Proof that extra security has been secured must be received at least 48 hours prior to the event.

Liability

RSA 202-A:24 OFFENSES AGAINST LIBRARIES

“Any person who shall willfully or maliciously deface, damage or destroy any property belonging to or in the care of any gallery or museum or any state, public, school, college or other institutional library shall be guilty of a misdemeanor. Any such person shall forfeit to or for the use of such as library, gallery or museum, three (3) times the amount of the damage sustained to be recovered in an action in the superior court.”

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