

## Meeting Room Policy

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The North Hampton Public Library's meeting rooms are primarily for the use of the Library and library-related organizations. When not required for Library use, the New Hampshire conference room and the Craig Meeting Room are available for use by non-profit, non-commercial, North Hampton groups and organizations for programs which are educational, civic, or cultural, and whose meetings are free and open to the public. Meeting rooms are not available for private gatherings, for commercial enterprises, or for any closed meeting.

Both meeting rooms are available for use during regular Library hours. The following conditions apply to any meeting room use:

1. Advance permission must be secured from the Circulation Librarian and approved by the Director. Groups must complete a written application at least 24 hours before the proposed meeting or program. (See application form below.)
2. No use of meeting rooms will be allowed that is likely to disturb library patrons in their customary use of library facilities, impede library staff in the performance of their duties, endanger the library building or collection, or that is prohibited by laws of the State of New Hampshire or of the United States. Approval of an application to use the Library's meeting spaces in no way signifies that the Library, its staff, Trustees, or the Town of North Hampton is sponsoring or co-sponsoring the event for which approval has been granted. Nor does approval signify that the Library or Town supports the policies, philosophies or social programs of the applicant organization.
3. Organizations may not schedule more than twenty-four (24) meetings or events in a calendar year. Attendance at all meetings or events will be limited to fifty (50) in the larger meeting room, and to ten (10) in the New Hampshire Room, in accordance with Fire Department requirements. Reservations for recurring meetings can be accepted for a period of up to one (1) calendar year. If a recurring reservation is not used two times consecutively without notice to the Library, all remaining reservations will be cancelled and the group so notified. Permission to use the meeting rooms is not automatically renewed, will be reviewed annually, and can be revoked by the Trustees at any time.
4. The Board of Trustees also reserves the right to determine, in consultation with the Chief of Police and considering the history of the group's meeting room use, whether any proposed use of a meeting room will require a police detail or other extraordinary police protection, and, if so determined, the anticipated cost thereof will be borne by the group reserving the meeting space.

5. Fees may be charged only with the permission of the Library Director and the Library Trustees, secured at least one month in advance of the meeting. The proposed fee must be shown to be necessary to cover the costs of the program or class. Fees providing revenue or income for the sponsoring organization will not be approved. No admission charge will be made for any Library-sponsored program.
6. Each group shall be responsible for any and all damage caused directly or indirectly to the Library, its collections, equipment, facilities, or services by or during its use of meeting room facilities. The Board of Trustees reserves the right to require any applicant group to supply a certificate of insurance, from an insurer licensed to do business in New Hampshire, in such amount and in such form as the Board of Trustees may deem appropriate, such amount not to exceed \$1 million, naming the Board of Library Trustees as an additional insured, and covering damage to the library building, grounds and collection, and injury to persons occasioned by the meeting.
7. The Library assumes no responsibility for the safety of any private property brought on to the premises.
8. Minors under the age of 18 may not reserve a meeting room. ALL groups using Library facilities will be responsible for providing adult supervision of children, both in the building and on the Library grounds or parking lot. At least one adult age 21 or older shall be present at any meeting for every 6 children under age 18.
9. No smoking, open flames, or alcoholic beverages are permitted anywhere at any time in the Library building.
10. The Trustees and Library Director reserve the right to require that a staff member be present in the Library when it is being used by a group or organization when the Library is not in operation. The group or organization will be charged an appropriate hourly rate.
11. Groups intending to serve light refreshments at a scheduled meeting will inform the Library Director of their intentions. Neither the Trustees or any Library employees nor the Town of North Hampton are responsible for the quality or wholesomeness of any food or drink served. No preparation will be permitted on premises. Groups serving food and beverages will be responsible for set-up and clean-up, and will provide all their own plates, cups, and utensils, and will remove all trash and garbage.
12. All groups must leave the Library when the library closes.

13. The Library shall be left in a clean and orderly condition when a group leaves. When a staff member is not present, the group will be responsible for ensuring that the lights are turned off, heating or air-conditioning turned down or off, windows closed, and all doors securely closed or locked. Should the Library Director determine that special cleaning and janitorial services are required after a permitted use, the person signing the application for use will be billed for such services at the rate set by the Trustees.
14. The Library should be advised of cancellations as soon as possible. The organization is responsible for notifying attendees of the cancellation.
15. The Library meeting rooms will not be available for use in the event that the building is closed due to emergency conditions or inclement weather. Groups that have reserved a library meeting room should watch for emergency closings as listed by NH TV station WMUR, Channel 9, for announcement of delayed openings or closings.

*Revised and approved by the Board of Trustees June, 2002, August 2004. Revised 2018*