

Community Room Policies from other Area Libraries

Lebanon

Use of the meeting rooms is primarily for educational, cultural or civic organizations that are free and open to the public. The exceptions are board meetings for non-profit groups, which may be held in these rooms even though these meetings are not open to the public, and for-profit groups which may use meeting rooms for a fee. Publicly advertised meetings or programs must be open to all.

No groups or individuals may charge attendees, solicit donations or sell items or services.

Commercial use of library meeting rooms is generally not permitted. However, a commercial entity or professional practitioner may use a library meeting room to provide an educational program open to the general public related to their field of expertise. In such a case, an educational opportunity offered by an expert provides benefit to the public. During such a program, no attempt may be made to sell, at the time of the program or in the future, a specific product or service offered by the entity or practitioner or any other commercial interest. Therefore, the individual or entity offering the program may not hand out business cards or brochures promoting any business, product or service and may not solicit personal information (names, addresses, phone numbers, etc.) from the program participants, either as part of a pre-registration process or during the program itself.

Authors and artists hosted by the Lebanon Libraries may offer their works for sale incidental to a lecture or performance. Further, the Library Director may make exceptions for seminars, lectures and programs held in cooperation with the library, or for adult education courses sponsored by an established educational non-profit institution.

It is understood that library programming will have first priority in room use, and that room bookings made by outside groups may be preempted for library purposes.

The library is not responsible for any equipment, supplies, materials, clothing or other items brought to the library by any group or individual attending a meeting.

Groups organizing private events (such as birthday parties), and those charging for their services or programs may not use the library's meeting rooms.

The library reserves the right to cancel or suspend at its discretion any activity which disregards the library's rules and regulations and/or eject any participant engaging in disruptive, destructive, unruly or illegal behavior/conduct.

Meeting rooms should be left the way they were found. All supplies, food, drinks and trash should be removed by the user at the completion of the use of the room. For groups not using the kitchen there is a "pack it in, pack it out" policy. A cleanup fee of \$25 may be charged for rooms left in a disorderly condition. The individual who completes the registration form will be

held responsible for damage. No tape of any type may be used on our walls. Please plan to bring an easel with you if you need to display materials.

Individuals and groups will be responsible for setting up tables and chairs for their meetings when needed. Library staff will provide assistance with equipment, such as the screens. Staff assistance may be unavailable when the Kilton Library Community Room is booked outside the hours when the building is open to patrons.

Groups are prohibited from making statements in their advertising or meeting announcements that suggest library sponsorship or endorsement.

Neither the name nor the address of the library building may be used as the official address or headquarters of an organization.

The libraries cannot provide storage areas for groups using the rooms on an ongoing basis.

As per City Code Article 14-3 (Alcoholic Beverages), "No person shall consume any liquor or beverage while in, under, above or upon public streets, alleys, sidewalks, parking lots or other city-owned land...". Anyone suspected of drinking, using drugs or exhibiting behavior considered inappropriate by library staff will be asked to leave immediately. In addition, as is indicated by City of Lebanon policy, smoking is prohibited. Special exceptions may be made for events at which alcohol will be served. Permission must be granted by the Library Director, an Application for Use of City Property & Waiver for Alcohol Use form must be sent to City Hall, and the waiver must be issued by the City Manager.

FACILITIES

KILTON LIBRARY:

- The Community Room at Kilton Library is a multi-use room with a seating capacity of 100. There is a tv screen available that can be connected to the internet. This meeting space is available outside of the hours when the library is fully open to the public.
- The Conference Room at Kilton Library is for meetings of 12 or fewer. There is a tv screen available that can be connected to the internet.
- The Tutorial Room at Kilton Library is for meetings of 5 or fewer.

LEBANON LIBRARY

- The Damren Room at Lebanon Library is for meetings of 30 or fewer. There is a tv screen available that can be connected to the internet.
- The Rotary Study Room is for meetings of 6 or fewer.
- The Arcade is for meetings of 5 or fewer. There is a tv screen available that can be connected to the internet.

For-profits may use the rooms at a rate of \$25 per hour. Tutors may use the meeting rooms for

free.

Parking is available at the Kilton Library in the parking lot behind the building, and on Tracy Street. No parking in the parking lots of nearby businesses. All Lebanon Library parking is on-street.

EXCEPTIONS

The Library Director may occasionally make exceptions to this policy, on a case-by-case basis.

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Howe Library, Hanover

Meeting & Study Rooms

GUIDELINES:

The Howe Library meeting rooms include the Mayer Room, the Murray Room, the Rotary Room and two study rooms. Use of the three meeting rooms is for non-profit educational, cultural, or civic organizations, or groups of citizens with a particular interest (such as, but not limited to, a book discussion group, a Scrabble club, a knitting group, or a Dungeons & Dragons club) that are free and open to the public. The exception is that board meetings for non-profit groups may be held in these rooms even though their meetings are not open to the public. These groups cannot charge attendees, solicit donations or sell items or services.

Tutors being paid for their services may use the two study rooms at a fee of \$5 per hour with a two-hour limit for the use of the rooms. Other income-producing individuals and groups may use the two study rooms at a fee of \$10 per hour with a two-hour limit for use of the rooms.

For-profit organizations, private events (such as birthday parties), and those charging for their services or programs may not use the library's meeting rooms, but may book rooms at the Richard W. Black Community Center at 643-5315.

Applications for use will be accepted a maximum of three months prior to the date requested for the Mayer, Murray, and Rotary Rooms. Any long-term space reservation shall be considered but not assured.

So that you are guaranteed your room, we highly recommend booking in advance either online (<http://www.thehowe.org/meetingrooms>) or by phone (Office Manager, 603-640-3250). Those not booking in advance are welcome to use a room if it is available.

Permission for groups composed of minors (under 18 years of age) to use the library meeting rooms will be granted only to adults who accept responsibility for supervising them throughout their activity. This guideline does not apply to the use of the study rooms.

Meeting room doors must be left unlocked while the rooms are use so that they are accessible to library staff at all times.

The Library reserves the right to cancel or suspend at its discretion any activity which disregards the library's rules and regulations and/or eject any participant engaging in disruptive, destructive, unruly or illegal behavior/conduct.

Meeting rooms are a library resource and should be left the way they were found, and in a neat and orderly condition. All supplies, food, drinks and trash should be removed by user at the completion of the use of the room. For groups not using the kitchen there is a "pack it in, pack it out" policy. A cleanup fee may be charged for rooms left in a disorderly condition. The individual who completes the registration form will be held responsible for damage.

Library staff are not available to change the room arrangement or provide support services such as carrying equipment or materials into or around the Library, operating audio-visual equipment or making photocopies.

Groups are prohibited from making statements in their advertising or meeting announcements that suggest Library sponsorship or endorsement.

Neither the name nor the address of the Library building may be used as the official address of headquarters of an organization.

Publicly advertised meetings or programs must be open to all.

As per Town Ordinance 32, "it shall be unlawful for any person to Consume, Transport, Carry, or Possess any liquor or alcoholic beverage while within the limits of any way, while on public property, or while on any property owned or leased by the town...". Use of such will result in immediate suspension of violators(s) (October 1988). Anyone suspected of drinking, using drugs or exhibiting behavior considered inappropriate by Library staff will be asked to leave immediately. In addition, as noted by town of Hanover policy, smoking is prohibited as is burning materials or open flames.

FACILITIES:

Mayer Room is a multi-use room with a seating capacity for 82. Maximum capacity without furniture, according to fire safety rules, is 177. Wireless access, public address system, portable easel and piano are available free of charge. This room may be booked as often as once a month. For organizations of over 50 members, the room may be scheduled for monthly or annual meetings for the entire year.

Murray Room is for meetings of 30 or fewer. Wireless access, a projection screen, and portable easel are available. This room may be booked as often as once a week for three months maximum.

Hanover Rotary Room is for meetings of fewer than 15. Wireless access is available. This room may be scheduled as often as once a week for 3 months maximum.

Study Rooms are available during library hours. These are primarily available on a first come, first served basis, but may be reserved one week in advance if necessary.

The Kitchen has a stove, microwave, refrigerator and coffee pots and may be used free of charge in conjunction with the Mayer Room or Rotary Room. The kitchen must be reserved in advance.

EQUIPMENT:

The Library requires the registrant to have compatibility instruction at least one week before the event. The registrant must make an appointment and bring in his/her portable laptop for this instruction.

EXCEPTIONS:

The Library Director may occasionally make exceptions to this policy, on a case by case basis.

Created May 10, 2007 / Reviewed and revised, April 2008, January 2010, January 2013, May 2014. This document is to be reviewed by the library director every five years.

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Hartland Library

Use of Library facilities, equipment and display space.

The library meeting rooms at the Hartland Public Library may be reserved by local non-profit clubs and organizations on a first come first served basis as long as there are no library programs planned. Local for-profit businesses may use the room if they are utilizing videoconferencing equipment. Arrangements can be made for groups who wish to use the downstairs meeting room when the library is closed. Fundraising by groups other than the library and/or the Friends of the Library will not be allowed. Library audio-visual equipment is available for use by prior arrangement. Exceptions for use may be made at the discretion of the Library Director and the Board of Trustees.

The meeting rooms can be reserved by groups or organizations for civic, cultural, informational or recreational programs which are open to the public and free of charge. Groups may use either room without a reservation if no one else has it reserved, but must check with a library staff member before using a room. Space is not available for social purposes (showers, dances, singles socials, for example) or for the sole benefit of private individuals or commercial concerns. If a commercial concern does offer free informational programs, their programs may not contain comparative or qualitative descriptions, price information, calls to action or inducements to buy, sell, rent or lease. In the week prior to an election, partisan political programs may not be scheduled.

Attendance is limited to 50 individuals for the downstairs meeting room, and 8 for the upstairs meeting room. All programs must be open to the public and no attendance or entry fee may be charged. There is no charge for meeting room use. Organizations and individuals will not be

prohibited from selling miscellaneous items such as books, tapes, calendars, etc., provided that their sale is incidental to the meeting.

Reservations must be made during open hours at the library by contacting the Library Director in person or by phone. The amount of notice required may vary according to demand. Any one group may use either meeting room once a month. Regularly occurring meetings must verify availability by calling the library director each month. Reservations will be accepted on a first-come first-served basis, as long as the use conforms to library policy guidelines. No meetings in the downstairs meeting room may last beyond 10:00 P.M. Meetings in the upstairs meeting room must conclude before library closing time.

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

Light refreshments are allowed at the meeting. No alcohol or smoking is permitted in the building. There are no kitchen facilities.

Groups are responsible for setting up the room in advance of the meeting. The library has limited equipment available to groups or organizations, with the understanding that the group using the space is responsible for the condition of the equipment. An applicant or representative of the group requesting a meeting must sign the meeting room reservation form, assuming responsibility for any damage done to library facilities or equipment. The signed release is kept on file at the library. The organization is responsible for cleaning up the facility and putting away chairs or equipment. The use of the audio-visual equipment requires training and a signed separate agreement form.

Policy regarding displays of exhibits and artwork in the library and community room.

- All exhibits must be arranged in advance and be approved by the library director or a designee of the library director.
- Exhibits will be limited to one month. Extensions may be granted.
- Paintings will be hung in the community room, using the moldings installed for that purpose.
- Sculpture, depending on its size, may be suitable for the foyer or other open areas. Its placement must be approved by the staff member on duty at the time of the set up.
- If there is to be an opening reception, meeting room policies will prevail.
- Publicity is the exhibitor's responsibility.
- The artist will be responsible for setting up and removing the displays within one week of the show's conclusion.
- The library is not liable for theft or damage to the display. It is up to the artist to obtain insurance.

Hartland Public Library Meeting Room

Key Policy

The small meeting room is available during library operating hours. The large meeting room is available by request. For meetings in the large community room, which will occur outside of the library's normal operating hours, arrangements must be made at the time of booking by the individual requesting the room to obtain a building key as follows:

1. The key must be picked up within a week of the event and its use is restricted to the scheduled event only. Sharing with other individuals and events is prohibited and may result in forfeiture of the key;
2. The key must be returned by hanging on the hook in the meeting room;
3. The individual who obtains the key is responsible for ensuring that the building is properly secured after use. All lights must be turned off, windows shut and doors closed and locked upon leaving the building;
4. Library staff will not be available to provide meeting support, room set-up, or equipment trouble-shooting;
5. Failure to secure the facilities may result in forfeiture of future Meeting Room use privileges.

(Key Policy adopted, August 2019)

Abbott Library, Sunapee, NH

MEETING ROOM FACILITIES:

The Activities Room is a multi-use room with a seating capacity of 36. Wireless access is available. When not in use for library programming, the Activities Room may be used by the public. Wireless access and a projector are available

The New Hampshire Conference Room is for meetings of 12 or fewer. Wireless access and a projector are available. When not in use, the Conference Room will be considered a "Quiet Room" and may be used by the public.

When the Abbott Library has a 20 x 40 foot outdoor tent, it is available for reservation by community groups.

POLICIES:

Use of the meeting rooms (Activities Room & NH Conference Room) are primarily for educational, cultural, or civic organizations that are free and open to the public. The exceptions are board meetings for non-profit groups, which may be held in these rooms even though these meetings are not open to the public. Groups cannot charge attendees, solicit donations or sell items or services. Fund raising by groups other than the library, the Abbott Library Foundation

and/or the Friends of the Library will not be allowed. Organizations can use meeting rooms on a first come first served basis as long as there are no library programs planned.

Groups organizing private events (such as birthday parties), and those charging for their services or programs may not use the library's meeting rooms.

When available, the NH Conference Room may be reserved for private use, including tutoring, with a 2 hour limit, per day, up to 1 month in advance.

No attempt may be made to sell, at the time of the program, or in the future, a specific product or service offered by the entity or practitioner or any other commercial interests. Therefore the individual or entity offering the program may not hand out business cards or brochures promoting any business, product or service and may not solicit personal information (names, addresses phone numbers, etc.) from the program participants, either as part of a pre-registration process or during the program itself.

Authors and artists hosted by the Abbott Library may offer their works for sale incidental to a lecture or performance. Further the Library Director may make exceptions for seminars, lectures and programs held in cooperation with the library, or for adult education courses sponsored by an established educational non-profit institution.

Use of the meeting rooms is limited to hours when the library is open. Exceptions may be made with prior approval by the Library Director.

The library is not responsible for any equipment, supplies, materials, clothing or other items brought to the library by any group or individual attending a meeting.

Applications for use will be accepted a maximum of three months prior to the date requested. Any long-term space reservation shall be considered but not assured.

Permission for groups composed of minors (under 18 years of age) to use the library meeting rooms will be granted only to adults who accept responsibility for supervising them throughout their activity.

The library reserves the right to cancel or suspend at its discretion any activity which disregards the library's rules and regulations and/or eject any participant engaging in disruptive, destructive, unruly or illegal behavior/conduct.

Meeting rooms are a library resource and should be left the way they were found. All supplies, food, drinks and trash should be removed by user at the completion of the use of the room. Meeting rooms must be left in a neat and orderly condition; there is a "pack it in, pack it out" policy. A cleanup fee of \$25 may be charged for rooms left in a disorderly condition. The individual who completes the registration form will be held responsible for damage.

As per Town Code, alcoholic beverages and smoking are not permitted in the meeting rooms.

Groups are prohibited from making statements in their advertising or meeting announcements that suggest library sponsorship or endorsement.

Neither the name nor the address of the library building may be used as the official address or headquarters of an organization.

The library cannot provide storage areas for groups using the rooms on an ongoing basis.

Individuals and groups will be responsible for setting up tables and chairs for their meetings when needed. Library audio-visual equipment is available for use by prior arrangement. A short training will be required. Testing using individual's equipment in advance of the meeting is highly recommended.

The Abbott Library upholds the ALA (American Library Association) Bill of Rights. A copy is inserted below [in the full online posting].

Although uses of the library meeting rooms are free, donations to the library are always appreciated.

Exceptions to this policy, on a case by case basis, shall be made by the Abbott Library Director. Final decision lies with the Abbott Library Director. Appeals can be made in writing to the Abbott Library Board of Trustees.

Approved by Abbott Library Board of Trustees - September 15, 2015

Approved by Abbott Library Board of Trustees- August 20, 2020

Amended and approved by Abbott Library Board of Trustees—October 21, 2021

Amended and approved by Abbott Library Board of Trustees—January 20, 2022

Amended and approved by Abbott Library Board of Trustees—April 21, 2022