

## Meeting Room Policy for the Hampton Falls Free Library...

Public libraries have traditionally provided free meeting space for the members of their communities to encourage free expression and free access to ideas presenting all points of view on subjects of all kinds. The Hampton Falls Free Library supports this concept and endorses the American Library Association's Library Bill of Rights, which states:

"Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations or individuals or groups requesting their use."

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Hampton Falls Library staff or Board of Trustees. No group will imply in its advertising that the Library has sponsored or supported its meeting or group unless written permission is given by the Library Director or Board of Trustees.

### Space Definition and General Regulations:

The Hampton Falls Free Library has two areas that can be reserved by the public - the Joan S. Topp Meeting Room, with a maximum occupancy of **40** persons, and the main reading area in front of the circulation desk with a maximum occupancy of **60** (94 if children seated on floor). As the Library is supported by the taxpayers of Hampton Falls, it is subject to the same general rules and prohibitions that govern the use of other tax-supported facilities in the town. No meetings may be held in any public service area unless approved by the Library Director.

### Requirements for Use:

**Application:** Application for the use of either meeting room is made through the Library staff at the circulation desk. All meeting room users must complete the form "Application for Use of the Meeting Room" before their initial meeting at the Library. Once this form is completed and approved by the Library Director and/or Board of Trustees, users may book additional meeting times by telephone if preferred. The Library reserves the right to adjust reservations based on demand. All reservations will be processed in the order in which they are received. All applications must be made annually. Library sponsored or initiated programs will be given priority in reserving a meeting room. Using either meeting room for private work for tutoring, artwork, office space, or an area to "spread out" is not allowed. Meeting room privileges will be withdrawn upon cause as determined by the Trustees or Library Director subject to appeal to the Library Trustees.

**Fees:** All programs must be free and open to the public. A community group wishing to charge a fee may do so only with the permission of the Library Director or the Board of Trustees. The proposed fee must be shown to be necessary to cover the costs of the program or class and presenters may sell their materials during their programs.

**Attendees:** All persons attending the meetings are subject to all Library rules and regulations. The meeting rooms are handicapped accessible, as are the rest rooms. Attendees must enter and exit the building in a quiet, orderly manner so as not to disrupt the use of the Library by others.

All groups shall be responsible for providing adult supervision of participating children in the building and on the grounds and parking lot. Participating youth groups must have an adult supervisor and one adult in attendance for every six young people.

### **Use of Audio/Visual Systems:**

The Library has two AV systems that can be used by town residents, community groups and those reserving the meeting rooms. The Library does not provide a laptop.

The AV equipment in the main reading area cannot leave the building and must be set up by library staff. A Trustee, Friend or library staff must be present during its use.

The Epson projector is available to all Town Departments and library card holders. It can leave the building once instruction as to its set up has been given.

All AV equipment must be left/returned in the same condition as when provided. Users will be held financially responsible for any damage or lost equipment (based on cost to repair, replace and install damaged parts).

The Library does not guarantee the availability of the AV equipment and is not responsible for performance of said equipment. Cancellations of a reservation may occur due to weather or unforeseen equipment failure.

Users agree not to hold the Library responsible for any injury or damages to personal property that occur while using the equipment.

Compliance with copyright laws is the responsibility of the user.

The Library reserves the right to deny use of AV equipment to groups or individuals that have not properly used or who have abused the equipment.

**Cleanup & Security:** The meeting room used must be left in a clean and orderly condition. The organization using the meeting room is responsible for its setup and cleanup. Groups serving food and beverages will provide all their own supplies and will remove all trash and garbage. No alcoholic beverages or open flames will be permitted.

The meeting room must be left in the same condition as it was found. If using extra tables and chairs, they are stored in the closet or left as found. The applicant who signs for the organization assumes responsibility for any damages.

**Use when the Library is Not Open:** If using the meeting room outside of library hours, arrangements must be made in advance with the Library Director to obtain a key and receive instructions. If the Library is forced to close as a result of inclement weather or other extraordinary circumstances, the Librarians will make every effort to contact the applicant, and arrange, if possible, access to the building, but it is each organization's responsibility to notify those who would be attending any meeting of a cancellation. The Library is not responsible for any costs incurred by an organization as a result of such closing. If the meeting/program extends beyond normal library hours, the exterior doors must be locked and checked upon departure.

**Liability:** Each group shall be responsible for any and all damages caused directly or indirectly to the building, its collections, equipment, facilities, or services by or during its use of the meeting room. The Library staff, Trustees, or the Town of Hampton Falls are not responsible for personal articles or the safety of any property brought onto the premises. Groups using the meeting rooms on an ongoing basis may not store items there except by arrangement with the Library Director.

Dated Nov. 18, 2001

Revised October 19, 2003, February 21, 2012,

Updated April 22, 2015

HAMPTON FALLS FREE LIBRARY

Meeting Room Registration Form

Date of Application: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Number of People: \_\_\_\_\_

Date and Time requested: \_\_\_\_\_

Meeting room requested: \_\_\_\_\_

AV equipment needed: \_\_\_\_\_

Please indicate any special arrangements required:

Each group shall be responsible for any and all damages caused directly or indirectly to the building, its collections, equipment, facilities, or services by or during its use of the meeting room.

I have been given and understand the guidelines governing the use of the meeting room.

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