

Mary E. Bartlett Memorial Library
Brentwood, New Hampshire

MEETING FACILITIES POLICY

The Mary E. Bartlett Memorial Library allows the use of its meeting facilities by individuals and non-profit organizations for cultural, educational, intellectual, civic, philanthropic, and recreational purposes. Application for use of the meeting room is made by completing a usage request form and submitting it to the Director for approval. Meeting Room applications are available at the library. Reservations will be approved on a first come, first served basis.

Meeting room use is permitted to individuals and groups regardless of their beliefs or affiliations. Authorization to use the library's facilities does not imply endorsement by the library of the general or particular program, position, or purpose of any persons or organizations.

Listed below are rules established by the Library governing the use of the library meeting room. Failure to comply with these rules may result in withdrawing approval for future meeting room use.

1. Use of meeting facilities for library programs takes precedence over other uses.
2. Activities associated with events must not interfere with the regular operations of the Library.
3. There is no charge for meeting facility use during the library's regular hours of operation. At other times, groups may use the meeting facilities for a fee of \$40.00 for the first hour (minimum charge) plus \$10.00 for each additional quarter-hour, or fraction thereof. A library staff member or trustee must be onsite for all meetings.
4. Events that continue after the Library has closed must be concluded by 9:30 pm and the building must be completely vacated no later than 10:00 pm.
5. Meeting facilities shall not be used for entrepreneurial or commercial purposes or the solicitation of business.
6. No goods or services shall be promoted, sold, or exchanged upon the premises, or by sample, pictures, or descriptions. Exceptions to this policy may be made at the discretion of the Trustees as deemed appropriate in the interests of the library and the community.
7. The library shall not be held responsible for the security of property owned by an individual or group using the meeting room.
8. Affixing any items to the meeting room walls, windows or doors via the use of tacks, tape, glue or any other adhesive/non-adhesive material is strictly prohibited. Certain types of decorations are not allowed. Prohibited items include, but are not limited to, candles, silly string, metallic glitter, etc.
9. Library facilities must be left in a clean and orderly condition, and furnishings returned to their original positions before leaving. If there is damage to any area that will necessitate professional cleaning or repair, the costs will be the responsibility of the sponsoring individual, organization, or group. The library is not responsible for any materials or equipment left on the premises by meeting users. All items found will be placed in the Library's Lost & Found for a period of thirty days and thereafter shall be disposed of by the Library.
10. All trash shall be properly bagged and placed in the dumpster outside the building upon exit.
11. Groups of children or teenagers must be supervised by one adult for every ten children.

12. Attendance at authorized meetings may not exceed the room or area capacity. Event organizers are responsible for assuring that these capacities are not exceeded.
 - Main Meeting Area (1st Floor) capacity: 120 persons (including Morehead Room capacity)
 - Morehead Room capacity: 12 persons
 - Gilbert Gathering Room (Lower level) capacity: 99 persons (chairs only), 82 persons (dining)
13. Smoking and the use of alcoholic beverages are not permitted anywhere on library premises, including the restroom and the outdoor amphitheater.
14. Individuals or groups using the facilities shall obtain any necessary performance licenses and indemnify the library for any failure on their part to do so.
15. The Library Trustees reserve the right to require the applicant to maintain insurance coverage on the day of the use of the meeting area, naming the Library as an additional insured. In addition, Applicant must sign the attached Release/Waiver of Liability Agreement as part of this application.
16. If it is necessary to borrow library equipment, it must be requested on the meeting room application form. Anyone using library equipment must be trained in its use by a library staff member beforehand. Any equipment to be brought into the library must also be approved in advance.
17. No group or organization may list the address of the library as its mailing address.
18. Each group/organization is responsible for any publicity relating to their event. Publicity materials may not list the Mary E. Bartlett Memorial Library as a co-sponsor of an event or meeting unless the event has been officially approved and designated by the Library as Library co-sponsored.
19. Groups are requested to orient their members to the exit routes available in case of an emergency.
20. The library reserves the right to close the building for safety reasons (e.g. bad weather), or for unforeseen emergencies.

I have been given a copy of and have read and understand the above rules. I agree to abide by such rules as a condition of my being given permission to make use of the Library's meeting facilities.

Signature

Date

This policy has been established by the Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board.

Adopted by the Board of Trustees 03/18/19