



The Mary E. Bartlett Library Brentwood, New Hampshire



MEETING FACILITIES POLICY

The Board of Library Trustees allows the use of its meeting facilities (which include the outside amphitheater) 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 Trustees for approval. Meeting Room applications are available at the library. Reservations shall be made within a six (6) week period prior to the requested usage date, and usage shall not exceed twice a month, unless otherwise approved by the Trustees. Gatherings larger than twelve (12) persons may not be held in the Main Meeting Room during normal library operating hours.

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 directives governing the use of the library meeting room. Failure to comply with these directives may result in withdrawing approval for future meeting room use.

1. Use of meeting facilities for library programs takes precedence over other uses.
2. All meetings by 3rd party individuals and nonprofit organizations shall be open and free of charge to the public.
3. Applicant for meeting room usage must be a current Brentwood resident.
4. There is no charge for meeting facility use during the library's regular hours of operation. At other times, subject to the prior approval of the Trustees, groups may use the meeting facilities for a fee of \$25.00 for the first hour (minimum charge) plus \$6.25 for each additional quarter-hour, or fraction thereof. A library staff member or trustee must be onsite for all meetings.
5. Meeting facilities shall not be used for entrepreneurial or commercial purposes, the solicitation of business, nor for profit or for fundraising.
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. Library facilities must be left in a clean and orderly condition, and furnishings returned to their original positions before leaving. 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. Users of the room will be liable for the cost of repair of any damage to the facilities and/or additional janitorial services. The library is not responsible for any materials or equipment left on the premises by meeting users.
8. Groups of children or teenagers must be supervised by one adult for every ten children.
9. Attendance at authorized meetings may not exceed the room or area capacity.
 - Main Meeting Room capacity: 125 persons (including Morehead Room capacity)
 - Morehead Room capacity: 12 persons
 - Basement Gathering Room capacity: 100 persons
10. Smoking and the use of alcoholic beverages are not permitted anywhere on library premises, including the restroom and the outdoor amphitheater.
11. Food and/or drink must be confined to the approved meeting area.
12. 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.

13. 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.
14. 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.
15. 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.
16. Any display materials must be removed and areas must be left free of litter.
17. No group or organization may list the address of the library as its mailing address.
18. Groups are requested to orient their members to the exit routes available in case of an emergency.
19. The library shall not be held responsible for the security of property owned by an individual or group using the meeting room.
20. The library reserves the right to close the building for safety reasons (e.g. bad weather), or for unforeseen emergencies.

<p>Adopted by the Board of Trustees April 17, 2006 Reviewed and Revised May 18, 2015 Next Review: 2016</p>
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