



## MEETING ROOM POLICY

The Library and Friends of the Library have primary use of the meeting rooms.

There are three rooms available for advanced signup. The first floor Program Room seats 32, the second floor Meeting Room seats 100, and the second floor Seminar Room seats 10.

Town Boards and committees as well as town non-profit organizations of a civic, community, cultural, educational or intellectual nature may use the meeting rooms. For-profit organizations may use the meeting rooms and must be sponsored by a resident. All residents reserving a meeting room must be active Library cardholders. Meeting rooms are scheduled at the discretion of the Director or designee subject to availability and adherence to the following guidelines:

1. [Requests for use of meeting rooms](#) can be made up to one year in advance. The Library Director or designee must approve all requests. The [Meeting Room Policy](#) is available on the Library's website. The Library reserves the right to cancel reservations if the room is needed for library purposes. Efforts will be made to move events to a different room or to reschedule.
2. The resident cardholder reserving the room is responsible for the orderly conduct of the group, ensuring that all attendees follow the [Library Code of Conduct](#).
3. The Library cardholder who requested the room must stop at the Circulation Desk at the time of the meeting and sign-in with a staff member.
4. Notification of cancellation or changes in reservation should be made to the Library at least one month in advance of scheduled reservation. If the Library is not notified of cancellations or changes in reservations the resident cardholder and the group responsible may be restricted from using the meeting rooms in the future.
5. The Library reserves the right to deny use of the meeting rooms to any organization which has not followed these guidelines.
6. All events in the Library meeting rooms must be free and open to the public.
7. Meeting rooms are not available for the private use of individuals or groups for work or recreation.
8. Meeting rooms are not available for moneymaking activities unless they are part of a Library event.
9. A group may sign up for the use of one meeting room in any month.
10. Approval of requests to use the meeting rooms does not constitute endorsement by the Hampstead Public Library of that group's philosophy or objectives.

11. Groups are responsible for arranging chairs, tables, and other equipment to meet their own needs. Following use, groups must return the room to its original state.
12. The rooms must be left in a neat, clean and orderly condition. The resident cardholder and their organization will be liable for any breakage, damage to property, or any extra cleaning required after use of the room. No tape, pins or tacks may be used on meeting room walls. If the Library deems janitorial services to be necessary, a charge of \$30.00 per hour will be assessed to the resident cardholder and the group responsible may be restricted from using the meeting rooms in the future.
13. Use of these rooms, even for Library purposes, may not disrupt the use of the Library for others. The [Library Code of Conduct](#) is to be followed. Rooms will not be reserved to groups for activities that are likely to disturb regular library functions.
14. Smoking of any kind and alcoholic beverages are prohibited in the library. Groups serving refreshments in the meeting rooms are responsible for providing refreshments and serving utensils, and for cleanup.
15. The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending an event.
16. All use of the meeting rooms must begin while the Library is open to the public. The Meeting Room and the Program Room must be cleared out by 9:30 PM.
17. Any security costs are the responsibility of the group and/or cardholder who requested the room. Costs of a security officer will be assessed at the current rate charged by the Hampstead Police Department. The Library will determine the need for and extent of security in any particular situation.
18. In accordance with RSA 664:17 no political advertising shall be placed on Library property or posted on or in the Library building.

Exceptions to this Policy may be made by the Library Director or the Board of Trustees.

Approved by the Board of Trustees: June 15, 2004

Revised: September 19, 2006

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