

KIMBALL LIBRARY

MEETING ROOM POLICY

The meeting rooms of the Kimball Library are available to educational, cultural, and civic groups in Atkinson. Any group not based in Atkinson requesting use of the meeting room must show substantial connection to the Town through its stated mission, service area, or membership. Organizations and individuals agreeing to the terms outlined below are welcome to meet in a room free of charge whenever it is not being used for library programs or by library organizations.

In most cases, no fee will be charged to Atkinson residents or Atkinson-based organizations for use of the meeting rooms. There will be no commercial use of the meeting rooms. Meeting rooms may not be used for social gatherings, family events, or fund-raising functions except for library-related or civic functions connected with events to benefit the Town.

Groups or individuals who wish to use a meeting room shall contact the library director to obtain an application, which is also available at the library website. Applications must be made to the library director by an adult resident of Atkinson in writing on the approved form. Reservations may be made up to one year in advance for up to twelve (12) meetings annually. Reservations shall be accepted, subject to the provisions of this policy, in the order received. Library programs will have priority; use of the rooms by the library for any purpose shall be permitted. Meeting room use by non-local groups may be arranged at the discretion of the library director or the Board of Trustees.

Who may apply to use the library?

1. Town Government/Schools: There is no charge for use of the rooms by Atkinson school and town government organizations. This group includes The Friends of the Library, parent groups, public hearings, and board meetings.
2. Non-profit organizations may also use the rooms free of charge.

If a government agency or other organization wishes to make a written agreement for the use of meeting spaces for a period of up to one (1) year, the Library Director is authorized to sign such an agreement, if

- a. The room use is consistent with this Policy.
- b. The written agreement incorporates the rules and regulations of this Policy, and
- c. The Agreement has been reviewed and approved by the Library Board of Trustees.

The Kimball Library recognizes the rights of free speech and free assembly. Permission for a group to use library space does not constitute an endorsement of the group's philosophy or objectives of the library. No group may imply in its publicity that the library has sponsored or supported its meeting unless prior permission is given by the library director.

All programs must be free. No fees, dues, or donations may be charged or solicited by the sponsor or group for any program except to cover the cost of materials required for use of the program. Authors and artists 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.

The library is not responsible for any articles left at the library. Equipment, supplies, or personal effects cannot be stored or left in the library meeting rooms or on library property before or after use of the library space.

If a group requires the library audio-visual equipment, the user must be thoroughly trained in advance and be held responsible for any damage to hardware or software.

The meeting rooms are available for use during the library's normal hours of operation; reservation times include setup and breakdown time. The Conference Room and Small Meeting Rooms must be vacated 15 minutes prior to the library closing. A monetary donation to the Kimball Library is suggested for use of the large meeting room after 8:30 PM. This will help to cover the cost of keeping the building open. The large meeting room must be vacated no later than 9:30 PM.

Arrangement and setup of the furniture is the responsibility of the group using the room. Groups are required to leave the room in a neat and orderly condition. The group using the room is responsible for placing all trash in the waste baskets provided, wiping all surfaces, and returning the furniture to its original location, unless otherwise notified by library personnel.

Restoration or repair of any damage is **required**. Each group or organization using the meeting rooms will be held financially liable for all damages to the room, fixtures, or furniture. Charges will be billed to the Applicant/ Sponsor. Any group violating the policies, rules, and procedures may have future privileges for use curtailed or denied by **the library director or the Board of Trustees**.

Attendance at meetings will be limited to each room's capacity, as follows:
Conference Room - 20, Small Meeting room – 10, Large Meeting Room – 80.

Parents, guardians, or caregivers attending a program in the meeting rooms and accompanied by small children must comply with the Kimball Library Unattended Children Policy.

If the library is forced to close as a result of storms or other extraordinary circumstances, the closing will be posted on WMUR, Channel 9. It is each organization's responsibility to notify those who would be attending any meeting. The library is not responsible for any cost incurred by any organization as a result of such closing.

Light refreshments may be served in the meeting rooms. Coffee, cookies, appetizers, finger sandwiches are examples of light refreshments. Groups utilizing the Meeting Room wishing to provide more substantial refreshments must explain the extent of food on the Application Form. No open flame, such as candles or food warmers are allowed in meeting rooms.

Smoking and the consumption of alcoholic beverages are prohibited in the library. Library visitors are requested to put their cell phones on vibrate mode and take calls in the lobby area or outside of the building.

No animals except those trained to assist the disabled are allowed in the building. Requests for exceptions should be made to the library director.

*When a large group is planning to use the large meeting room, the director will visit group member to park in the upper parking lot if possible, so as not to disrupt the parking ability of other patrons utilizing the library for normal activities.

Approved by the Board of Trustees on October 21, 2009
Amended by the Board of Trustees on September 15, 2010