

## **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. The Board of Trustees reserves the right to make a final decision if questions arise concerning use of the meeting rooms.

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

Groups or individuals who wish to use a meeting room should contact the library director to obtain an application. Applications must be made to the library director by an adult resident of Atkinson in writing on 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 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 before or after use of the meeting room.

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 operation hours; reservation times include setup and breakdown time. The Conference Room and Small

Meeting Room must be vacated 15 minutes to prior to the library closing. The large meeting room must be vacated by 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. Restoration or repair of any damage is expected. No tacks, nails, or adhesive tape are to be placed in or on doors, walls, or furniture.

Attendance at meetings will be limited to the capacity of the individual meeting rooms as follows: Conference Room – seats 20; Small Meeting – seats 10; Large Meeting Room – seats 80.

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.

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

Any group violating the policies, rules and procedures may have future privileges for use curtailed or denied by the Board of Trustees.

If the library is forced to close as a result of storms or other extraordinary circumstances, the closing will be posted on WMUR. 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 and 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, is allowed in meeting rooms.

Smoking and alcoholic beverages are prohibited throughout the building. Please put cell phones on vibrate mode and take calls in lobby area or outside of the building.

No animals except those trained to assist the disabled are allowed in the building without approval by the Library Director.

Furniture arrangements are the responsibility of the group using the room. No library furniture may be used except the furniture in the rooms without prior approval of library personnel. The group using the room is responsible for placing all trash in receptacles provided, wiping all surfaces, and returning the furniture to its original location unless otherwise notified by library personnel.

Approved September 8, 2008