

Meeting Room Policy for the Hampton Falls Free Library...

Public libraries have traditionally provided free meeting space for the members of their communities to encourage free expression and free access to ideas presenting all points of view on subjects of all kinds.

The Hampton Falls Free Library supports this concept and endorses the American Library Association's Library Bill of Rights, which states:

"Libraries which make exhibit spaces and Meeting Rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations or individuals or groups requesting their use."

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Hampton Falls Library staff or Board of Trustees. No group will imply in its advertising that the Library has sponsored or supported its meeting or group unless written permission is given by the Library Director or Board of Trustees

Space Definition and General Regulations:

The Hampton Falls Free Library has the Joan S. Topp Meeting Room available to the public, with a maximum occupancy of **40** persons. As the Library is supported by the taxpayers of Hampton Falls, it is subject to the same general rules and prohibitions that govern the use of other tax-supported facilities in the town. No meetings may be held in any public service areas unless approved by the Library Director or Board of Trustees.

Requirements for Use:

Application: The Joan S. Topp Meeting Room is available for use by local community organizations. Application for the use of the Meeting Room is made through the librarian at the circulation desk. All Meeting Room users must complete the form "Application for Use of the Meeting Room" before their initial meeting at the Library. Once this form is completed and approved by the Library Director and/or Board of Trustees, users may book additional meeting times by telephone if preferred. The Library reserves the right to adjust reservations based on demand. All reservations will be processed in the order in which they are received. All applications must be made annually. Library sponsored or initiated programs will be given priority in reserving the Meeting Room. The use of the Joan S. Topp Meeting Room is not intended for the use of any individual for their private work for tutoring, artwork, office space, or an area to "spread out". Meeting Room privileges will be withdrawn upon cause as determined by the Trustees or Library Director.

Fees:

All programs must be free and open to the public. A community group wishing to charge a fee may do so only with the permission of the Library Director or the Library Trustees. The proposed fee must be shown to be necessary to cover the costs of the program or class. The Library allows only presenters to sell their materials in the Library or Joan S. Topp Meeting Room during their program.

Attendees:

All persons attending the meetings are subject to all Library rules and regulations. The Joan S. Topp Meeting Room is handicapped accessible, as are the rest rooms. Access is through the meeting room door off the entrance hall. Attendees must enter and exit the building in a quiet, orderly manner.

Programs may not disrupt the use of the Library by others. All groups shall be responsible for providing adult supervision of participating children in the building and on the grounds and parking lot. Participating youth groups must have an adult sponsor and one adult in attendance for every six young people.

Cleanup & Security:

The Joan S. Topp Meeting Room must be left in a clean and orderly condition. The organization using the Meeting Room is responsible for Meeting Room setup and cleanup. Groups serving food and beverages will be responsible for setup and cleanup, will provide all their own supplies, and will remove all trash and garbage. No alcoholic beverages or open flames will be permitted.

The Meeting Room must be left in the same condition as it was found. If using extra tables and chairs, they are stored in the closet. The applicant who signs for the organization assumes responsibility for any damages.

Use when the Library is Not Open:

If using the Meeting Room outside of library hours, arrangements must be made in advance with the Library Director to obtain a key and receive instructions. If the Library is forced to close as a result of inclement weather or other extraordinary circumstances, the Librarians will make every effort to contact the applicant, and arrange, if possible, access to the building, but it is each organization's responsibility to notify those who would be attending any meeting of a cancellation. The Library is not responsible for any costs incurred by an organization as a result of such closing. If the meeting/program extends beyond normal library hours, the exterior doors must be locked and checked upon departure.

Liability:

Each group shall be responsible for any and all damages caused directly or indirectly to the Library, its collections, equipment, facilities, or services by or during its use of the Joan S. Topp Meeting Room. The Library staff, Trustees, or the Town of Hampton Falls are not responsible for personal articles or the safety of any property brought onto the premises. Groups using the Meeting Room on an ongoing basis may not store items there except by arrangement with the Library Director

Dated Nov. 18, 2001

Revised October 19, 2003, February 21, 2012,

Updated April 22, 2015

HAMPTON FALLS FREE LIBRARY

Joan S. Topp Meeting Room Registration Form

Date of Application: _____

Name of Group: _____

Contact Person: _____

Address: _____

Telephone: _____

Number of People: _____

Date and Time requested: _____

Please indicate any special arrangements required:

Each group shall be responsible for any and all damages caused directly or indirectly to the Library, its collections, equipment, facilities, or services by or during its use of the Joan S. Topp Meeting Room.

I have been given and understand the guidelines governing the use of the Joan S. Topp Meeting Room.

Signature: _____