

Meeting Room Policy

Abbott Library, Sunapee, NH

MEETING ROOM FACILITIES:

The Activities Room is a multi-use room with a seating capacity of 36. Wireless access is available. When not in use for library programming, the Activities Room may be used by the public. Wireless access and a projector are available

The New Hampshire Conference Room is for meetings of 12 or fewer. Wireless access and a projector are available. When not in use, the Conference Room will be considered a "Quiet Room" and may be used by the public.

When the Abbott Library has a 20 x 40 foot outdoor tent, it is available for reservation by community groups.

POLICIES:

Use of the meeting rooms (Activities Room & NH Conference Room) are primarily for educational, cultural or civic organizations that are free and open to the public. The exceptions are board meetings for non-profit groups, which may be held in these rooms even though these meetings are not open to the public. Groups cannot charge attendees, solicit donations or sell items or services. Fund raising by groups other than the library, the Abbott Library Foundation and/or the Friends of the Library will not be allowed. Organizations can use meeting rooms on a first come first served basis as long as there are no library programs planned.

Groups organizing private events (such as birthday parties), and those charging for their services or programs may not use the library's meeting rooms.

When available, the NH Conference Room may be reserved for private use, including tutoring, with a 2 hour limit, per day, up to 1 month in advance.

No attempt may be made to sell, at the time of the program, or in the future, a specific product or service offered by the entity or practitioner or any other commercial interests. Therefore the individual or entity offering the program may not hand out business cards or brochures promoting any business, product or service and may not solicit personal information (names, addresses phone numbers, etc.) from the program participants, either as part of a pre-registration process or during the program itself.

Authors and artists hosted by the Abbott Library 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.

Use of the meeting rooms is limited to hours when the library is open. Exceptions may be made with prior approval by the Library Director.

The library is not responsible for any equipment, supplies, materials, clothing or other items brought to the library by any group or individual attending a meeting.

Applications for use will be accepted a maximum of three months prior to the date requested. Any long-term space reservation shall be considered but not assured.

Permission for groups composed of minors (under 18 years of age) to use the library meeting rooms will be granted only to adults who accept responsibility for supervising them throughout their activity.

The library reserves the right to cancel or suspend at its discretion any activity which disregards the library's rules and regulations and/or eject any participant engaging in disruptive, destructive, unruly or illegal behavior/conduct.

Meeting rooms are a library resource and should be left the way they were found. All supplies, food, drinks and trash should be removed by user at the completion of the use of the room. Meeting rooms must be left in a neat and orderly condition; there is a "pack it in, pack it out" policy. A cleanup fee of \$25 may be charged for rooms left in a disorderly condition. The individual who completes the registration form will be held responsible for damage.

As per Town Code, alcoholic beverages and smoking are not permitted in the meeting rooms.

Groups are prohibited from making statements in their advertising or meeting announcements that suggest library sponsorship or endorsement.

Neither the name nor the address of the library building may be used as the official address or headquarters of an organization.

The library cannot provide storage areas for groups using the rooms on an ongoing basis.

Individuals and groups will be responsible for setting up tables and chairs for their meetings when needed. Library audio-visual equipment is available for use by prior arrangement. A short training will be required. Testing using individual's equipment in advance of the meeting is highly recommended.

The Abbott Library upholds the ALA (American Library Association) Bill of Rights. A copy is inserted below.

Although uses of the library meeting rooms are free, donations to the library are always appreciated.

Exceptions to this policy, on a case by case basis, shall be made by the Abbott Library Director. Final decision lies with the Abbott Library Director. Appeals can be made in writing to the Abbott Library Board of Trustees.

Approved by Abbott Library Board of Trustees - September 15, 2015

Approved by Abbott Library Board of Trustees- August 20, 2020

Amended and approved by Abbott Library Board of Trustees—October 21, 2021

Amended and approved by Abbott Library Board of Trustees—January 20, 2022

Amended and approved by Abbott Library Board of Trustees—April 21, 2022