

8 Route 129 | Loudon, NH 03307 | MaxfieldLibrary.com | (603)798-5153

Meeting Room Policy

The Maxfield Public Library has two (2) meeting rooms available for use, the Community Room and the Youth Meeting Room. The meeting rooms are intended for library programming and for public gatherings of a civic, cultural or educational nature, or groups of citizens with a particular interest. Meeting rooms will be made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Community Room

For-profit organizations, private events (such as birthday parties, showers, memorial services, etc.), and those charging for their services or programs may not use the Community Room. Programs involving the sale, advertising or promotion of commercial products or services, or programs sponsored by a business firm are prohibited even if they are free and open to the public. This includes groups offering free introductory lectures prior to a paid course of instruction. Nonprofit groups may engage a speaker from a business as long as the speaker and the nonprofit group do not sell, advertise, or promote commercial products or services during their program/meeting. Regardless of the profit/non-profit status of the organization, the payment of dues, admission fees or donations as a condition of attending a meeting is prohibited.

Youth Meeting Room

The Youth Meeting Room is available for use by small groups and individuals regardless of whether they are for-profit or nonprofit and may be signed up for in advance or be approved for immediate use by request at the circulation desk. The Youth Meeting Room is subject to the rules and policies of the Children's Room. Adults using the Youth Meeting Room must be accompanied by a minor.

Reservations

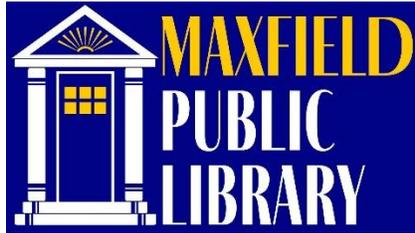
Reservations can be made by phone or email. Library sponsored programs will be given first priority in the scheduling of the meeting rooms. Availability of the meeting rooms at all other times is on a first-come, first-served basis. Patrons must sign a Meeting Room Policy Agreement form stating they have read and received a copy of the Meeting Room Policy, and they agree to abide by the conditions and regulations outlined.

General Regulations

- Event hosts and attendees shall adhere to the Maxfield Public Library Patron Behavior Policy.

- Event hosts will be financially responsible for any damage that occurs during the use of a room.
- Maxfield Public Library is not responsible for lost or stolen items.
- Event times should be limited to regular library hours.
- Meeting rooms are available for two (2) hours at a time, with a maximum of two (2) sessions per week by any one group.
- Event seating arrangements must comply with maximum occupancy allowed by law. Be aware that adding tables and chairs to any event may impact the number of attendees allowed at one time inside the Community Room.
 - Community Room Occupancy: 76 standing room only; 35 with tables and chairs
 - Youth Meeting Room Occupancy: 5
- Groups are responsible for setting up chairs and tables if necessary and returning them to their original location after the meeting.
- Use of the kitchenette (including the sink, refrigerator, and microwave) is available by request. Event hosts are responsible for providing their own paperware products and utensils. Event hosts are responsible for cleaning the kitchenette area. Trash receptacles will be provided for proper food and trash disposal.
- All meeting rooms should be left in a clean and orderly condition. If food is served the group must sweep or vacuum the floor, wipe down all tables and counters, and remove all trash and leftover food from the room at the conclusion of their event.
- Only library sponsored meetings or programs may involve the sale of items, fundraising activities, or solicitation of donations.
- Permission to use library meeting rooms does not in any way constitute an endorsement of the resident, group, or organization's policies or beliefs by the Maxfield Public Library. In any public announcement the group or organization may not use the Maxfield Public Library's name or logo in such a way that it may be inferred that the library is the host or sponsor of the scheduled event. Neither the name nor the address of the library may be used as the headquarters or the address of the organization.
- In case of circumstances beyond our control (e.g., inclement weather or loss of power) the library reserves the right to cancel any meeting, event, or program.
- The suitability of a program or activity rests with the Library Director and ultimately with the Board of Trustees.

Failure to comply with the regulations set forth in this policy could result in termination of the violator's meeting room privileges. Exceptions to the Meeting Room Policy may be made at the discretion of the Library Director.



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Meeting Room Policy Agreement

By signing below, I acknowledge I have read and received a copy of the Meeting Room Policy. Further, I agree to abide by the conditions and regulations outlined.

Printed name

Signature

Date

Staff initials
