

# Wadleigh Memorial Library Meeting Room Policy and Use Agreement

The public meeting rooms of the Wadleigh Memorial Library are available to the educational, cultural and civic groups based in Milford or substantially serving Milford.

The rooms are available on a no-fee basis during normal library business hours. Rooms should be reserved in advance. Reservations must be approved by the Director or their designee. Rooms will be assigned as requested as long as space is available and all paperwork has been returned.

In order to permit fair access, the Director may limit the number or frequency of reservations. Due to the high demand for meeting room space, room reservations are limited to once a week during weekday daytime hours, or once a month during evening or weekend hours. Room reservations may only be made **three months ahead** of the requested date.

A non-profit group is defined as a group that is either a verifiable 501(c)(3) entity through the Internal Revenue Service, or is an informal group that does not charge a fee for meeting or event attendance.

Reservations are accepted on a first-come, first-served basis. **The person placing the reservation by completing AND signing this form must be a Milford resident or non-resident Wadleigh Memorial Library card holder in good standing, 18 years of age or older and must be in attendance at the meeting.**

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**Please provide the following information so that we may verify your non-profit status:**

**Group Name:** \_\_\_\_\_ **Date filling out form:** \_\_\_\_/\_\_\_\_/\_\_\_\_.

**Individual Contact Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**EIN Number:** \_\_\_\_\_

If your group does NOT have a 501(c)(3) designation with the IRS, please state the purpose of your group and note that signing this Agreement means that the group will not charge the public for meeting/event participation unless previously approved by the Library Trustees in one of their monthly meetings, and such decision is reflected in their public meeting minutes published on the Wadleigh Memorial Library web site.

**Purpose of group:** \_\_\_\_\_

Date (s) Desired: _____		From: _____ to _____	
		(please factor in setup and cleanup times)	
Room Desired: _____	Nr. Tables Needed: _____	Nr. Chairs Needed: _____	
Event Start Time: _____	Anticipated number of attendees: _____		

The following is a checklist of items that the signer of this form must initial, indicating an understanding of the item and compliance with the policy. **Please initial ALL items - your reservation may be canceled without notice if this form is not completed in its entirety.**

## **ROOM AVAILABILITY**

\_\_\_\_\_ **All meetings held must be open to the public** as they are subject to the Open Meeting Law. Should special accommodations pursuant to ADA regulations be requested for a non-library sponsored program, the group/sponsor is responsible for providing said accommodations (ex. sign language interpretation). There will be no exclusion from the use of the rooms based on points of view, beliefs, or affiliations of the sponsors or participants provided the event does not interfere with Library operations and safety or violate applicable law. However, use of meeting rooms may be denied to any group or individual by the Library Director for just cause, including, but not limited to, failure to abide by library rules or policies. Appeal of such denial of access may be made in writing to the Board of Library Trustees. Use of the rooms by any group in no way constitutes endorsement of the group's policies or activities by the Library.

\_\_\_\_\_ Promotional or advertising campaigns directed at profit-making may not be conducted. Rooms may not be used for commercial services or purposes. No attendance fees may be charged. Reasonable charges for materials required for certain programs may be made, subject to the advance approval of the Library Director. Speakers, authors, musicians, performers, or artists at library-initiated programs may offer items related to their presentation for sale to the audience at the event.

\_\_\_\_\_ The meeting rooms may be reserved for use only during the Library's regular hours of operation: **15 minutes after opening to 15 minutes before closing.** Please include any set-up/takedown time in your reservation request.

\_\_\_\_\_ Recommended maximum occupancy of the Keyes Room is 32 persons with chairs and tables set up; Upper Conference Room is 8 persons

\_\_\_\_\_ The Library reserves the right to reschedule or transfer meeting room space. Library-initiated programs will be given priority in the reservation of rooms.

## **TECHNOLOGY**

\_\_\_\_\_ Wireless access is available in all meeting rooms. However, this is a public Wifi connection, and therefore is not secure. Users are advised to not access or to transmit confidential information (banks, credit card companies, etc.) or to send any personal identifying information over this connection.

\_\_\_\_\_ Requests to use the Library's TV/DVD player, portable LCD projector, laptop or portable projection screen must be made at the time of reservation confirmation or at least 24 hours in advance of the meeting start time, in accordance with the Equipment Loan Policy. If the request is submitted less than 24 hours in advance of the meeting start time, library staff may not be able to fulfill the request.

\_\_\_\_\_ If the person requesting the meeting space needs to have staff assistance to learn how to use the projection equipment, the requestor must make an appointment with a Reference Librarian ([refdesk@wadleighlibrary.org](mailto:refdesk@wadleighlibrary.org)) prior to the reservation date. Troubleshooting problems with projection can occur during your meeting time, but an overview of how to use the equipment must take place prior to your meeting date through an appointment.

## **HOUSEKEEPING**

Decorations may be used in any meeting space, but in a manner that does not alter the facilities in any way. The use of nails, staples, tacks, glues, tape or other fasteners which cause damage are specifically prohibited. If, upon inspection after an event, damage is found, the person signing this agreement will be held responsible for the cost of repairs.

Kitchenette facilities are available on a limited basis in conjunction with the Keyes Meeting Room and the Upper Conference Room.

Groups using the meeting rooms are expected to leave the room in the same condition in which they found it. Groups are responsible for any direct or indirect property damage incurred during their use of the room. Return furniture to original locations unless other arrangements are made and clean all tables and any kitchen items utilized. Cleaning supplies can be found in the kitchenette. Limited room setup help may be provided at the discretion of the Library Director. If there is an issue with carrying tables and chairs, please communicate that to the Library Director at least one week prior to the event/meeting date so that arrangements can be made to have library staff to assist with setup or take-down. Should the Library Director determine that special cleaning and janitorial services are required; the individual signing the room application will be billed for such services at a rate set by the Trustees.

No open flames are allowed in the Meeting Rooms.

## **ALCOHOLIC BEVERAGES**

If alcoholic beverages are to be served and consumed in the Library, the user shall need to (1) obtain the consent of the Library Trustees during one of their regular monthly meetings for the use of alcohol during their function/event; (2) provide evidence that all State of New Hampshire requirements have been met regarding the distribution of alcohol at the event; (3) obtain commercial liability insurance coverage either through their own local insurance carrier or using TULIP (Tenant Uses Liability Insurance Program) through Primex NH, and provide evidence of this coverage at least two weeks prior to the scheduled event date. In addition, the user may be required to bear the cost of hiring at least one paid police officer for the function if so mandated by the Library Trustees. See Liability section below for further information.

No alcoholic beverages will be allowed outside of the Library building.

## **PROMOTION OF YOUR EVENT/MEETING**

Publicity of a non-profit meeting or event in the Library **must include** the following information or your reservation will be cancelled and future reservations will be prohibited:

- Name of organization and contact for organization (phone number, web site, email) prominently displayed on any publicity materials including web sites as sponsor of the meeting/event;
- The name and address of the Library may appear on publicity only as the location, and in no way should imply that the Library is sponsoring, condoning, promoting, or otherwise has any other role in the event other than location. **Use of the Library's logo is not permitted.**

No signs advertising the meeting or event may be placed on the library grounds or outside the assigned meeting room. A sign may be placed on the door during the event in order to direct attendees to the room.

**LIABILITY**

\_\_\_\_\_ Youth groups under 18 years of age must have an adult sponsor present at all times.

\_\_\_\_\_ Users of Library spaces for a public event or function other than a simple meeting are required to obtain commercial insurance coverage either through their own local insurance carrier or using TULIP (Tenant Uses Liability Insurance Program) through Primex. The user must name the Library as an additional insured, and provide a copy of the insurance certificate to the Library Director at least one week prior to the event date.

\_\_\_\_\_ All individuals, groups, or organizations holding a meeting or event or function in the Library hereby fully release and discharge the Wadleigh Memorial Library, its trustees and staff, the Town of Milford, its officers, agents, and employees from any and all claims from injuries, including death, damages, or loss, which may arise or which may be alleged to have arisen out of, or in connection with, the meeting, event, or function; they further hereby agree to indemnify and hold harmless and defend the Wadleigh Memorial Library, its trustees and staff, the Town of Milford, and its officers, agents, and employees from any and all claims resulting from injuries, including death, damages, and losses, including but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with, the meeting.

\_\_\_\_\_ The individual who completes this form must be in attendance at the meeting and will be responsible for checking in at the Reference Desk before any attendees may enter the reserved area.

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Failure to abide by the Library’s Meeting Room Use Agreement may result in the cancellation of, or refusal of, future reservations. A signed copy of this agreement must be on file with the Library prior to the meeting date.

I, \_\_\_\_\_, agree to the above stipulations.  
(Print Name)

\_\_\_\_\_  
Signature Date

Approved as Amended on 02/20/2024  
Approved as Amended on 06/21/2022  
Approved as Amended on 10/15/2019 for a six month trial basis (ending April 30, 2020)  
Approved 01/16/2007  
Board of Trustees