



Meeting Room Policy

PURPOSE

The Baker Free Library (“Library”) has four (4) meeting rooms in the building: the Café & Bow Rotary Room with a maximum capacity of 125; the Merrimack County Savings Bank Room with a maximum capacity of 94; the Welch Room with a maximum capacity of 22; and the Upstairs Meeting Room with a maximum capacity of 32 (these shall be collectively referred to as the “Meeting Rooms”). Library Meeting Rooms are intended to enrich the lives of members of the Bow community in accordance with principles expressed in the Library Mission Statement, supporting educational, cultural, and information needs for the whole community. The Library’s Meeting Rooms are defined as limited public forum spaces, generally for the use by groups or individuals residing in Bow.

MEETING ROOM RENTALS

- Meeting Rooms are available free of charge to Bow residents and to non-profit/community groups in Bow. Meeting Rooms are also available to for-profit organizations for a fee.
- Priority is given to Library programs/Library sponsored events.
- Patron reservations of the Meeting Rooms are first come, first serve.
- The Library reserves the right to cancel any reservation in the case of emergencies such as dangerous weather conditions, power outages, public restroom issues, etc. In the event of cancellation, the Library Director will notify the Meeting Room requestor as soon as possible prior to the event.
- In this policy, “non-profit” is defined as either (a) a verifiable 501(c)(3) entity through the Internal Revenue Service, or (b) an informal group that does not charge a fee for meeting or event attendance. A non-profit must include at least one (1) Bow resident or non-resident Library card holder eighteen (18) years of age or older, and the Meeting Room reservation must be made by such a qualifying person. If a group does NOT have a 501(c)(3) designation with the IRS, the Meeting Room requestor must assent in the Meeting Room Agreement (“Agreement”) to not charge a fee for meeting or event attendance.
 - If your non-profit meeting is PRIVATE (i.e. it has a designated guest list and is not open to all Library patrons) a fifty-dollar (\$50.00) housekeeping deposit is required with an executed Agreement two (2) weeks prior to the meeting. The Agreement signer will be contacted to pick up the deposit check, and a refund granted, if the *Meeting Room Clean-Up Checklist* is completed and left in the reserved Meeting Room or book drop at the end of the private meeting, and all clean-up items on the list are verified to have been completed by Library staff.
- In this policy, a “for-profit” is defined as an individual or business that promotes or sells goods or services for monetary gain, which includes self-employed individuals who seek to hold promotional events for products or services. A for-profit may rent a Meeting Room at the Library on a first-come, first-serve basis, for the following fees:
 - MCSB Meeting Room, Café, and Bow Rotary Meeting Space: \$100.00/hour
 - MCSB Meeting room alone: \$50.00/hour



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- Upstairs Meeting Room: \$50.00/hour
- Welch Meeting Room: \$25.00/hour
- To receive a refund, a for-profit's refund request for a reservation must be made to the Library at least thirty (30) days in advance.
- A fee of twenty-five dollars (\$25.00) will be invoiced to the person who made the for-profit's reservation if a check is returned for insufficient funds. The for-profit will not be able to reserve a Meeting Room until all fees are paid in full.

ROOM AVAILABILITY

- Meeting Room availability is subject to the needs of the Library. Meeting Rooms may be reserved up to four (4) months in advance.
- A requestor is limited to two (2) reservations per week.
- The Upstairs Meeting Room and the Lower Level MCSB Meeting Room (which could include the Café and Bow Rotary room) may be reserved for times outside the Library's regular hours of operation, but no meeting, function, or activity may extend beyond 11:00 p.m. or before 7:00 a.m. The Café is only available outside of the Library's regular hours of operation.
- If a meeting is to take place in Library's Lower Level (MCSB/Café and Bow Rotary Room), or the Upstairs Meeting Room while the Library is not open, the Agreement signer is responsible for picking up a Library Main Door Key and, if needed, Lower Level Access Door Key at the Library during regular open hours. Keys can be picked up no earlier than twenty-four (24) hours before the meeting start time, and only by the individual designated on the original Meeting Room reservation. Unauthorized duplication of keys is prohibited. **Keys must be returned to the Library within twelve (12) hours after a meeting has ended. Keys may be left with a Library staff person during open hours or may be placed in the Library's Book Drop when the Library is closed.** The Bow Police Department may follow-up with any party responsible for returning keys, if keys are not returned within twelve (12) hours of a meeting's end time. Multiple late key returns will result in revocation of future Library Meeting Room privileges. If a key is lost, there is a seventy-five-dollar (\$75.00) replacement fee. The Agreement signer acknowledges that they are responsible for the security of the Library premises during and after the event, ensuring that all doors are shut and locked upon leaving, and all lights are turned off.

TECHNOLOGY

- A public, unsecured wi-fi connection is available in all Meeting Rooms. 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.
- An LCD projector is available for use in the MCSB room. If Library staff assistance is required to learn how to use the projection equipment, the requestor must make an



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appointment with the Library **prior to** the meeting date. Same-day instruction or drop-in visits to facilitate functionality with the LCD projector is not accommodated.

HOUSEKEEPING

- **The Library enforces a “Carry-in, Carry-out” trash policy.** Trash and recyclables must be removed from the premises by all Meeting Room users. Plastic garbage bags are available in each Meeting Room for group use. Failure to remove trash/recyclables may result in denial of future Meeting Room privileges.
 - **Meeting Rooms must be cleaned and left in the condition they were in before the meeting took place.** Wipes, brooms, and vacuums are available for Lower Level clean up in the Café area and in the closets by the entrance to the MCSB room. Wipes and paper towels are available in the cupboard over the sink in the Upstairs Meeting room so that the counter, tables, and chairs can be cleaned.
- The Meeting Room requestor is responsible for setting up the Meeting Room to their requirements, without Library staff assistance. Storage facilities are not provided.
- Decorations are permitted in the Meeting Rooms but must be temporary and not physically 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 Agreement signer will be held responsible for the cost of repairs.
- Tables and chairs must be carried, not dragged, across the non-carpeted floors when set up and put away.
- All Agreement signers must complete the *Meeting Room Clean-Up Checklist*, which must be returned at the conclusion of the meeting, or with the returned key. Failure to complete this checklist and the items on it may result in revocation of future Meeting Room use.

ALCOHOLIC BEVERAGES

- To serve and consume any alcoholic beverage in any area of the Library, including the Meeting Rooms, one must:
 1. Obtain prior consent of the Library Trustees at a regular monthly meeting, which Trustees may impose requirements in addition to those noted below, including but not limited to bearing the cost of a police presence at the function;
 2. Provide evidence that all State of New Hampshire requirements are met regarding the serving and consumption of alcohol at the event; and
 3. Obtain and provide evidence of commercial liability insurance through a local insurance carrier using the Tenant Uses Liability Insurance Program (TULIP) at least two (2) weeks prior to the scheduled event date to the Library Director, said insurance to include at least two million dollars (\$2,000,000.00) in coverage, name the Town of Bow and Baker Free Library as additional insured, and specify the inclusion of liquor liability.
- No alcoholic beverages will be allowed outside of the Library building.



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MEETING/EVENT PROMOTION

- Publicity for a meeting or event in the Library must include and prominently display the organization's name and contact information (phone number, website, email) or a reservation will be cancelled, and future reservations may be prohibited.
- 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, supporting, or otherwise has any other role in the event other than location.

PARKING

- **The person who submits the Meeting Room reservation is responsible for verifying with all attendees, prior to the meeting start, that the attendees will comply with the parking parameters.**
 - Parking is available in the Bovie Screen Printing lot (weekdays after 5:00 p.m. and on weekends) and the NHADA/Casa Dei Bambini rear parking lot (weekdays after 5:00 p.m. and on weekends). Additional parking is located at the Bow Mills United Methodist Church at 505 South Street, with a walkway between the church and the NHADA parking lot.
- Please refer to the *Parking Map* on the Library website, which may be downloaded and distributed to meeting attendees. Please note that if the Library receives complaints from neighbors or patrons about parking issues related to a meeting/event, Library staff may have to interrupt to ask attendees to relocate vehicles. Repeat offenses may result in denial of future Meeting Room requests.

LIABILITY

- All individuals, groups, or organizations seeking to use the Meeting Rooms in the Library must sign the Library's Meeting Room Agreement.
- Violation of the Library's Behavior and/or Meeting Room policies may result in the loss of Meeting Room privileges for the Agreement signer, and/or the signer's organization. Any false, misleading, or incomplete statement on the Agreement shall be grounds for loss of Meeting Room privileges.

NOTE:

- The Meeting Room Coordinator is responsible for the processing and approval of all Meeting Room requests and the execution of this Meeting Room Policy.
- Upon receiving a denial of use for a Meeting Room, an applicant may submit a written request for reconsideration to the Library Director. If dissatisfied with the Library Director's determination, the applicant can appeal to the Library's Board of Trustees through another request for reconsideration. An application for a Meeting Room reservation will not be



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booked until the applicant receives approval by the Library through this process. Any decision rendered by the Library Board of Trustees regarding Meeting Room usage is final.

- The Library reserves the right to determine whether proposed Meeting Room use will require a police presence or Library staff presence, and if so, the anticipated cost thereof shall be the responsibility of the party booking the Meeting Room. Payment shall be made to the Library prior to use of the Meeting Room.
- Permission for use of the Meeting Rooms is not transferable.

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SEE FOLLOWING PAGE FOR **MEETING ROOM AGREEMENT**



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MEETING ROOM AGREEMENT:

This form must be filled out in its entirety for your reservation to be accepted. Your signature below indicates that you have read the *Meeting Room Policy* and accept and agree to be bound by all policies, rules and procedures detailed in it. Please note that this is just a reservation request, and that Library staff will contact you with confirmation. Agreements are kept on file for one year from the date received.

Group/Business name: _____ Today's Date: _____

Contact name: _____ E-mail: _____

Phone Number: _____ Room Requested: _____

Reservation Date: _____ Reservation Time: _____

___ **TOWN OF BOW** – If your group is an official municipal entity, there is no charge for Meeting Room use.

___ **NON-PROFIT** – EIN #: _____ If your group does not have a 501(c)(3) designation, please note that signing this Agreement indicates that you are an informal group that does not charge a fee for meeting or event attendance.

___ **FOR-PROFIT** – Business name: _____

MCSB Meeting Room, Café, and Bow Rotary Meeting Space: \$100.00/hour: _____

MCSB Meeting room alone: \$50.00/hour: _____

Upstairs Meeting Room \$50.00/hour: _____

Welch Meeting Room \$25.00/hour: _____

TOTAL: _____



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_____ **Please initial here** if alcoholic beverages will be served. Special permission must be obtained. See the *Meeting Room Policy* for further information.

All individuals, groups, or organizations holding a meeting or event or function in the Library hereby fully releases and discharges the Library, its trustees and staff, the Town of Bow, 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 Library, its trustees and staff, the Town of Bow, 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.

Failure to abide by the Library's *Meeting Room Policy* and this *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

Further questions about this *Agreement* should be submitted to the Library Director.

Approved by the Board of Trustees on October 12, 2021

Reviewed and Approved by the Board of Trustees on April 8, 2025