



## **Tutoring Room Policy**

In accordance with the Baker Free Library (“Library”) Mission Statement, the Library supports the educational needs of the community by providing space for studying and tutoring within the Library building. The Library has two (2) rooms on the Lower Level which have been designated predominantly for individual and/or group study and tutoring (the “Tutoring Rooms”). This Tutoring Room Policy is intended to guide the usage of these two (2) rooms, and additional spaces within the Library where group study and/or tutoring may regularly occur.

1. The Tutoring Rooms can be reserved by Library card holders for any purpose consistent with Library policies but are predominantly intended for individual and/or group study and tutoring, which use will take precedence. There is no fee for nonprofit individual or group study and tutoring within the Tutoring Rooms. Prior to using a Tutoring Room, a prospective user must reserve a room and check in with Library staff, who will unlock the reserved room at the time of use.
2. Private, paid tutoring of one (1) to three (3) students is allowed in open study and reading areas of the Library during open hours only if such activity does not disturb staff or Library users, and if those involved otherwise comply with all Library rules, health and safety guidelines, and procedures governing behavior in the Library.
3. Private paid tutoring of one (1) to three (3) students is allowed in the Tutoring Rooms. Tutors being paid for their services may use these rooms for a fee of five dollars (\$5.00) per hour, which must be paid to the Library prior to reserved use. Reservations are first come, first serve. The Tutoring Rooms may be reserved by any person or group for no more than one (1) four (4) hour session or two (2) two (2) hour sessions in any single day, and for no more than a total of ten (10) hours during a single week.
4. Prior to use of a Tutoring Room for private paid tutoring, a signed copy of this form must be on file with the Library. If this form is not on file prior to the scheduled reservation time, the tutoring session will not be allowed in the Tutoring Room.
5. Video recording devices are installed in the Tutoring Rooms to promote the safety and security of all individuals using them.



### **Tutoring Room Policy**

6. Tutors, their students, and the parents/guardians of students are subject to the Library's Patron Behavior and Unattended Children Policies.
7. Paid tutors may not publish or distribute advertisements, letters, press releases, or e-mails indicating the Library as their place of doing business or otherwise imply Library sponsorship of their activities. In addition, paid tutors must comply with any applicable business or professional licensing rules, laws, regulation, and ordinances as set forth by the Town of Bow, Merrimack County, the State of New Hampshire, or the federal government. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use Library space.
8. Tutoring Rooms are not Library Meeting Rooms, which are governed by the Meeting Room Policy. Meeting Rooms may not be used in the same manner as the Tutoring Rooms under this policy, and tutors desiring to use Meeting Rooms for tutoring purposes must apply for Meeting Rooms under the Meeting Room Policy and Agreement, and pay the requisite fee as a for-profit business pursuant to that policy. Please refer to the Library's Meeting Room Policy and Agreement for further information.
9. Any individual, group, or organization using the Tutoring Rooms 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 said use. They must further 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 use of the Tutoring Rooms.
10. Failure to abide by this policy, and other applicable Library policies including the Patron Behavior and Unattended Children Policies may result in the cancellation of, or refusal of, future reservations.



**Tutoring Room Policy**

\_\_\_\_\_ x\$5.00 each hour = \_\_\_\_\_  
Date(s) (Hours) (Total due)

I, \_\_\_\_\_, agree to the above stipulations. \_\_\_\_\_  
(print name) (Signature)

*Approved by the Board of Trustees on November 12, 2008*  
*Revised by the Board of Trustees on February 10, 2016*  
*Revised by the Board of Trustees on January 9, 2019*  
*Revised by the Board of Trustees on June 8, 2021*  
*Revised and Approved by the Board of Trustees on April 8, 2025*