



Meeting Room Policy

ROOM RENTALS

- Room rentals are available free of charge to Bow residents and to non-profit/community groups in Bow. These rooms are also available to for-profit organizations for a fee.
- 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, and groups must include at least one Bow resident or non-resident Baker Free Library card holder 16 years of age or older. The person placing the reservation must be a Bow resident or non-resident Baker Free Library card holder 16 years of age or older. If your group does NOT have a 501(c)(3) designation with the IRS, you will be asked to state the purpose of your group and note that signing the *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 Baker Free Library web site. At the discretion of the Library Board of Trustees, fees may be applied, when appropriate, to non-profit groups including those with 501(c)(3) status.
- If your event/meeting is a PRIVATE event (i.e. it has a designated guest list and is not open to anyone coming into the library building), a \$50 housekeeping deposit is required from the signer of the *Agreement* two weeks prior to the event/meeting. This deposit check/money order will be returned if the *Meeting Room Clean-Up Checklist* is completed and left in the meeting space at the end of your event/meeting, and all of the clean-up items on the list have actually been completed. The signer of the *Agreement* will be contacted to pick up their deposit check if the facilities are left in satisfactory condition.
- A for-profit individual or business is one that promotes or sells goods or services for monetary gain as their primary purpose. This definition encompasses self-employed individuals who want to hold an event or meeting specifically to promote their products or services. Businesses may rent the meeting spaces at the Library on a first-come, first-served basis, using the following guidelines or provided a fee arrangement is agreed to and approved by the Library's Board of Trustees.
- For-profit rental fees:
 - MCSB Meeting Room, Café, and Bow Rotary Meeting Space is \$100/hour.
 - The MCSB Meeting room alone is \$50/hour.
 - Upstairs Meeting Room is \$50/hour.
 - The Welch Meeting Room is \$25/hour.
 - A Group Tutoring Room (for purposes other than tutoring) is \$25/hour.



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(Group Tutoring Rooms are for meetings of 4 or fewer people. Tutors being paid for their services may use these rooms for a fee of \$5/hour. Refer to the Library's *Group Tutoring Policy* for more information.)

- At the discretion of the Library Board of Trustees, fees may be adjusted on a case-by-case basis. To submit a proposal to the Trustees, please contact Martin Walters, Library Director, at least two weeks before the monthly Trustee meeting. All monthly Library Trustee meetings are listed on the Library Calendar at www.bowbakerfreelibrary.org.
- A refund request for dates paid must be made 30 days in advance of the reservation date.
- A fee of \$25 will be invoiced to the person making the reservation if a check is returned for insufficient funds, and future rental dates will not occur until all fees are paid in full.

ROOM AVAILABILITY

- Room descriptions and availability are accessible on the Library website.
- Room availability is subject to the needs of the Library. Requests for recurring room rentals will be considered on a case-by-case basis by the Library Director and/or the Library Board of Trustees.
- The Upstairs Meeting Room, the MCSB Meeting Room, and the Lower Level area that includes the MCSB Meeting Room, the Café Area, and the Bow Rotary Meeting Space may be reserved for times outside of the Library's regular hours of operation, but no meeting, function, or activity may extend beyond 11:00 p.m. or before 7 a.m. If your meeting/event needs to take place outside of those hours, prior approval from the Library Board of Trustees is required.
- The Group Tutoring Rooms may be reserved by any one person or group for no more than one 4-hour session or two 2-hour sessions in any one day; and for no more than a total of 10 hours during the course of a single week. Please refer to the Library's *Group Tutoring Policy* for further information.
- If a meeting is to take place in the Lower Level area, the MCSB Meeting Room, or the Upstairs Meeting Room while the Library is not open, the signer of this agreement will be responsible for picking up a Library Main Door Key and (if needed) Lower Level Access Door Key at the Library during regular open hours. The keys can be picked up no earlier than 24 hours before the meeting start time, and can only be picked up by those individuals designated on the original meeting room reservation as those who can cancel a meeting.



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Unauthorized duplication of keys is prohibited. **Keys must be returned to the Library within 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.** Failure to return the keys within 12 hours of meeting end time may result in a visit from a Bow Police officer to retrieve the keys. Multiple late key returns will result in revocation of future Library Meeting Room use privileges. If a key is lost, the signer of this agreement will pay \$25 to the Baker Free Library for key replacement. The signer of this agreement understands that they are responsible for the security of the Library premises during and after the event, including making sure all doors are completely locked and shut upon leaving, and all lights are turned off.

TECHNOLOGY

- Wireless access is available in all meeting rooms. However, this is a public Wi-Fi 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.
- An LCD projector is available for use in the MCSB room. 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 Sara Lutz-Blackburn, Library Assistant (sara@bakerfreelib.org), prior to the reservation date. Drop in visits will not be accommodated.

HOUSEKEEPING

- **The Library enforces a "Carry-in, Carry-out" trash policy.** Trash and recyclables created during room use must be removed from the premises. 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 use privileges.
- **The rooms must be cleaned up 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.
- 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.



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- Tables and chairs must be carried, not dragged, across the non-carpeted floors when set up and put away. 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 available to assist with set up.
- All signers of this agreement must complete the *Meeting Room Clean-Up Checklist* and leave it in the meeting room at the end of their meeting/event. Failure to complete this checklist and the items on it may result in revocation of future meeting room use.

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.
 4. 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 FOR-PROFIT 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:
 1. Name of organization and contact for organization (phone number, website, email) prominently displayed on any publicity materials including websites as sponsor of the meeting/event;
 2. 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.

PARKING

- **The person who submits the meeting room reservation is responsible for verifying with all attendees, prior to the meeting start, that the attendees have followed the parking parameters:** Parking when the Library is not open is available in the Bovie Screen Printing lot (weekdays after 5 p.m. and on weekends) and the NHADA/Casa Dei Bambini rear parking lot (weekdays after 5 pm and on weekends). Additional parking is located at the



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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 – users may download and distribute it to their event attendees. Please note that if we receive complaints from our neighbors about parking issues related to your meeting/event, you may not be able to use our spaces in the future.

LIABILITY

- 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 must sign the meeting room agreement.

Approved by the Board of Trustees on October 12, 2021