

## **Bethlehem Public Library Meeting Room Policy**

Bethlehem Public Library provides meeting space for public use. The Meeting Room Policy is developed in accordance with the Library's mission. The goal of the policy is to provide wide access to and frequent use of the meeting room. The meeting room is available to all groups on equal terms regardless of opinion or affiliation, in accordance with Article VI of the Library Bill of Rights.

Use of the meeting room is for non-profit educational, cultural or civic organizations that are free and open to the public. The exception is that board meetings for non-profit groups may be held in these rooms even though these meetings are not open to the public.

Groups that charge attendees, solicit donations or sell items or services are not allowed. The room is not intended for individual social gatherings, such as birthday parties. Religious services are not an allowed use. Religious groups may use the room for other purposes, such as book discussions or educational programs such as Bible study. Exceptions are at the discretion of the Trustees. A group or individual may petition the Library Trustees at their monthly public meetings. A Library sponsored event, such as an author talk or performance, may include the sale of a book, DVD or CD related to the event.

Any infraction of the Library's Appropriate Library Behavior Policy and the Library Meeting Room Policy may result in the loss of meeting room use privileges for the person, group, or association. Any false, misleading, or incomplete statement on the application form shall be grounds to forbid the use of meeting rooms by the applicant.

If a meeting or event in progress disturbs regular Library operations, the Library reserves the right to immediately terminate the meeting or event. There is no compensation or recourse in the event of termination.

Permission for use of the room is not transferable. Should there be a change of the responsible person, the group must let the library know.

The Library Director is responsible for the final approval of all Library meeting room requests and the execution of this policy and exceptions therein. Requests for review of a decision made by the Library Director can be initiated by contacting the Policy Committee of the Library Board of Trustees for consideration. No meetings will be booked until the committee renders a decision. The decision of the Library Board of Trustees is final.

If a reserved meeting room is not in use 30 minutes after the reservation start time, the Library will make the room available to other groups.

Smoking and open flames are not allowed in Library facilities or on Library grounds.

Groups must observe meeting room capacity of 50 people.

Use of Library meeting space does not constitute endorsement by the Library of the program or points of view expressed. No advertisement or announcement implying sponsorship, co-

sponsorship, or endorsement by the Library may be used, including but not limited to print or broadcast promotions, signage, or funding activities. All promotional materials must state “This is not a library-sponsored program.” The Library is not to be tagged or portrayed as a co-host of programs on social media. Promotional materials must be approved by the Library Director before posting on the library’s bulletin board. The Library does not advertise meetings or events held by outside groups.

The Library Director reserves the right to determine whether any proposed use of a meeting room will require a police detail or other extraordinary police protection, and if so, the anticipated cost thereof shall be the responsibility of the user group. Payment shall be made to the Library prior to the event.

Priority for meeting room use will be given as follows: 1. Library and Library- sponsored programs, 2. Library-related organizations, 3. Town departmental business, 4. Bethlehem non-profit and community groups, 5. all others.

The Library reserves the right to reschedule or move confirmed reservations to accommodate Library meetings or programs. In such instances, the Library will make every reasonable effort to give ample notice and to assist the group in reserving another date or space within the library.

The Library expects that the room will be left in the condition it was found. This includes tables and chairs put back as they were found, removal of leftover handouts, pamphlets, food and removal of garbage.

The Library will assess a fee if Library equipment or property is damaged, or if additional cleaning is necessary after a meeting.

### **Reserving the Meeting Room**

Meeting room may be reserved by calling (603) 869-2409, completing the online reservation form on the library’s website, or coming in person to complete the reservation form. The person completing the reservation form shall be in attendance in-person while the room is in use.

The person reserving the room is responsible for the security, safety, and behavior of the group. Children must be supervised by group members.

Reservations are filled on a first-come, first-served basis.

When possible, meeting rooms should be booked at least two weeks in advance, and no more than three months in advance, to allow flexibility in scheduling Library programs. This limit applies to both single and repeat bookings. Library Director may make exceptions to this.

Reservation forms must be received within one week after reservation is made to hold a meeting room space. If paperwork is not received, one attempt will be made to contact the group. If contact is not successful, the reservation will be released.

## **Availability**

The meeting room is available every day from 7am until 10pm.

The meeting room is available outside of regular library hours through the Community Room door only. If any part of the meeting takes place outside of library hours, an authorized representative of the group who is over 21 years of age must complete the Reservation form. The representative will be given a use code in advance of using the meeting room. The authorized representative is then responsible for the use of the room.

## **Food Services**

Public groups may not bring alcoholic beverages into Library facilities or on Library grounds.

Coffee, tea, and light refreshments may be served during meetings in Library facilities. The group using the room must provide supplies and equipment for serving refreshments.

Leftover refreshments will be removed at departure.

If food is served the group must vacuum the floor and wipe down all tables and kitchen counters after the meeting.

## **Signage**

The Library can provide an easel to post directional signage for meetings.

Materials may not be taped or tacked to walls or other surfaces.

With approval, signage for nonprofit organizations can be posted on community boards and other designated areas within the library.

Duration of display time is determined by the library.

## **Meeting Room Equipment**

Available at no charge for scheduled meetings:

- Large-screen television with Apple TV and HDMI cord
- Blu-ray DVD player
- Meeting OWL (360° camera and microphone)
- lectern
- easel
- LCD Projector (laptop not included)
- Tables
- Chairs
- Kitchenette: microwave, counter space, sink, Keurig coffee maker (K-cups not included)

If audio/visual equipment is needed, an authorized representative of the group who is over 21 years of age must meet with Library staff at least 24 hours prior to meeting to review operational use.

Audio/visual equipment is not to be used unless reserved in advance.

The Library is not responsible for the loss of and/or damage to equipment or materials owned by groups. The Library cannot store supplies or equipment belonging to a group.

Wireless Internet access is available throughout the library, but with limited bandwidth. We suggest that groups save videos and programs to flash drives, CDs, or DVDs.

### **Cancellation Policy**

Groups that fail to cancel a reservation 24 hours in advance or that does not show up on the reserved date can be denied future access to Library meeting room.

If you have any questions, please contact Bethlehem Public Library, 2245 Main Street, Bethlehem, NH 03574 (603) 869-2409.

### **Reserving Other Spaces**

The Johnson Room is available on a first-come, first-served basis. It is a public room that is generally quiet and available for small meetings or attending webinars. It is at the Library Director's discretion whether the room can be closed to the public.

The outside tent and patio areas are available on a first-come, first-served basis. There are no reservations required to use these public spaces. However, library programs take precedence and people may be asked to vacate the space during programs. All other aspects of this policy are enforced with regard to use of the outdoor space.

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