



8 Route 129 | Loudon, NH 03307 | [MaxfieldLibrary.com](http://MaxfieldLibrary.com) | (603)798-5153

## **Meeting Room Policy**

The meeting room in the Library is intended for Library programming and for public gatherings of a civic, cultural, or educational nature, or groups of citizens with a particular interest (such as, but not limited to, a book discussion group, a knitting group, or a Dungeons & Dragons club) in accordance with consideration of the principles set forth in the Library Bill of Rights: Accessibility, equity, and inclusiveness.

For-profit organizations, private events (such as birthday parties), and those charging for their services or programs may not use the library's meeting rooms.

Library sponsored programs will be given first priority in the scheduling of the community room.

### **Reservations**

Reservations can be made using the form on our website found under "Library Services," or by calling the library (603-798-5153). The application must be completed and submitted by a Maxfield Library cardholder or resident of Loudon, who shall be personally responsible for the conduct of the meeting, adherence to regulations, or any damage to library property.

### **Regulations**

- The contact person must be at least 18 years of age and, as the responsible party representing the individual or organization entering into this contract, agrees to inform event attendees of these regulations. The contact person will be financially responsible for any damage which occurs during the use of the room.
- Event hosts and attendees shall adhere to MPL's Patron Behavior Policy.
- MPL is not responsible for lost or stolen items.
- Event seating arrangements must comply with the MPL's maximum occupancy allowed by law. Be aware that adding tables and chairs to any event may impact the number of attendees allowed at one time inside the community room. When using the meeting room the door must be kept open.

- Event times should be limited to regular library hours.
- Use of the kitchenette (includes sink, refrigerator, and microwave) is available by request. Event hosts are responsible for providing their own paperware products and utensils. Event hosts are responsible for cleaning the kitchenette area. Trash receptacles will be provided for proper food and trash disposal.
- Residents, groups, and organizations may not charge admission to events but may charge materials fees in order to recover the cost of materials for classes or workshops. Only library sponsored meetings or programs may involve sale of items, fundraising activities, or solicitation of donations.
- Permission to use the community room does not in any way constitute endorsement of the resident, group, or organization's policies or beliefs by MPL. In any public announcement, the group or organization may not use the library's name or logo in such a way that it may be inferred that MPL is the host or sponsor of the scheduled event. When using the community room please keep the door open.
- People can reserve our study room in the children's area up to three times a week for up to 2 hours each time.

Failure to comply with the regulations set forth in this policy could result in termination of the violator's community room privileges.

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Trustee

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Date

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Trustee

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Date

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