

MEETING ROOM POLICY

The primary purpose of the Seabrook Library's meeting rooms is to further the Library's public service mission through Library-sponsored activities. When not being utilized for this purpose, the meeting rooms of the Library are available for public use, subject to the provisions in this policy.

NON-DISCRIMINATION: The Library will not discriminate based on race, creed, color, religion, national origin, disability (mental or physical), political viewpoint, marital status, socio-economic status, gender, citizenship status, sexual orientation, belief(s), affiliation(s) or the age of the booking agent or the group represented or of the program presenter(s), or based on the subject of the program to be presented.

WHO MAY USE THE FACILITIES: The Library's meeting rooms are available for educational, cultural, intellectual, charitable, recreational, or other non-commercial activities, services, or purposes, to all Seabrook individual residents, to non-profit groups and non-profit organizations based in the Town of Seabrook, and to other non-profit groups and non-profit organizations containing at least one Seabrook member/resident who will take responsibility for the group, and, to those non-resident non-profit organizations providing services to residents of the Town of Seabrook. All meetings must be booked by and attended by at least Seabrook resident who will assume responsibility for the facility, or an authorized representative of the non-resident service organization. That individual will be held responsible for the actions of the group that is represented and will be responsible for payment of any charges (such as late fees, damage restitution, or cleaning costs) and the protection of Library property in connection with the meeting. Restitution for any damage beyond normal wear and tear will be the responsibility of the person who signs the application.

FEES: There is no charge for the use of the room.

BOOKING PROCEDURES: Meeting rooms are available to the public on a first-come-first-served basis and must be booked in advance. Except for the two Tutorial Rooms, Library space may not be booked by any one group or individual more often than once per week. Booking is accomplished by an individual filling out a "Facility Request Form." No meetings will be allowed without an appropriate form on file at the Library. Space available may be checked by telephone but no meeting is to be considered "scheduled" until the proper form is on file at the Library and approved by the Library staff. Forms may be faxed to the Library or delivered in person. Failure to give the Library advance notice of a meeting's cancellation may prevent future use of rooms by that individual/group. The individual/group's booking agent shall be responsible for notifying all potential attendees of the cancellation.

GENERAL RULES

The Library will always have first preference for the use of the rooms and reserves the right to schedule Library programs at any time and to change a scheduled meeting date that conflicts with Library-sponsored programs. Should a conflict occur, the Library will contact the appropriate individual or officer of the organization as early as is possible to arrange to reschedule. The Library also reserves the right to reassign meeting rooms, as necessary. The booking agent shall be responsible for notifying potential attendees of any schedule changes.

No parents, guardians, etc. attending a meeting or a program in a meeting room may leave any child under the age of eight unattended in the Library. Any child over the age of eight who does not comply with Library rules while the parent or guardian is in a meeting will have to join the adult in the meeting.

Maximum allowable meeting length is four hours.

The use of a meeting room may not interfere with the normal operation of the Library.

The Library accepts no responsibility for any meeting-related expenses.

Smoking and drinking of alcohol or alcoholic beverages are not permitted anywhere within the Library or on Library grounds.

All meetings held in the meeting rooms must be open to the public and be free of charge to all attendees.

No articles, food, or equipment belonging to groups or individuals may be stored at the Library. The Library is not responsible for the security/safekeeping of any materials, supplies, equipment, or any personal possessions belonging to any individual/group sponsoring or attending meetings held at the Library.

Reasonable noise levels must be always maintained.

Nothing may be attached to the walls or doors in any meeting room or anywhere in the Library.

All meetings must be held in a lawful manner and in accordance with all applicable legal statutes. The Library is not responsible for the behaviors and activities, or the results of said behaviors and activities, of any group or those of any meeting attendee or presenter

Neither the Library nor the Town of Seabrook endorses or advocates the viewpoints presented in meetings or of meeting room users. No advertisements or announcements implying such endorsement will be permitted.

PUBLICITY

Publicity is the responsibility of the individual/group booking the room. Groups/individuals must produce and distribute their publicity and must be identified on the publicity as the sponsoring

agent. Publicity may not imply that the Seabrook Library is an organization's headquarters or is in any other manner connected with the meeting except for providing meeting space.

With the sole exception of the Friends of the Seabrook Library, organizations meeting in the Library may not use the Library as a mailing address or the Library telephone number to conduct their business.

SECURITY

Neither keys to the building nor alarm codes will be given out under any circumstance.

AVAILABILITY/HOURS

The rooms are available for use only during the times that the Library is open. Users must check-in at the Circulation Desk. Meetings must end at least 15 minutes before the Library's closing time. All post-meeting cleaning up and rearranging of equipment and/or furniture must be accomplished on or before the Library's scheduled closing time.

EQUIPMENT

Equipment available for use by the public includes projector and wall screen. All equipment must be reserved at the time of the room booking and must be operated by a qualified person. One hundred chairs and five large tables are also available. Any supplies and/or equipment over the above must be supplied by the individual/group booking the room.

CLOSINGS/CANCELLATIONS/INCLEMENT WEATHER

The Library reserves the right to cancel any meeting during inclement weather or for any other reason that would make the scheduled meeting room unavailable. In case of inclement weather, the Library may open late, close early, or not open at all. Should one of these events occur, if possible, the booking agents of any scheduled meetings will be notified by phone as soon as the decision is made. It is the responsibility of the meeting organizer, however, to both ascertain the Library's open/closed status during periods of inclement weather and to relay any relevant cancellation information to their potential attendees.

ROOM SET-UP

The Library does not provide porter services for meetings, nor does it provide room set-up/knock-down services. Groups must arrange to set up the room as per their needs. The Library will try, time permitting, to allow any group access to the room 1/2 hour before their booked time for setting up however, this may not always be feasible due to tight bookings. The room must be put back in the same condition in which it was found. All food, excess, and waste (where food is allowed), and trash generated during the meeting must be removed from the premises immediately after the meeting by the group. Any situation which requires the Library to provide extensive cleaning/rearranging after a meeting may result in the booking agent being

sent a bill for such janitorial services (minimum charge to be \$20.00) and that group/individual may be then barred from any use of the room in the future.

KITCHEN

Use of the kitchen is an independent matter, available only with the use of the large meeting/program room and must be arranged for separately. Unless requested in advance at the time of the room booking, the kitchen will remain locked. When utilized, the kitchen must be left in “spotless” condition. All refreshments except for beverages must be prepared offsite - chilling and reheating of prepared foods may be provided for in connection with a meeting. All plates, cups, napkins, utensils, etc. must be supplied by the individual/group using the room.

AREAS AVAILABLE FOR USE

Large Meeting Room (Program Room):

The consumption of food and/or drink is allowed in the large meeting room.

Seating capacity is limited to one hundred; one hundred chairs and five tables are available for use upon request.

Conference/Tutorial Rooms:

The small conference rooms, also known as tutorial rooms, maybe booked and/or used by any Seabrook residents. Adult literacy tutoring will be given priority should scheduling conflicts arise. Rooms may be booked at a maximum rate of one use per day per individual. The maximum time allowed per booking is four hours.

Seating capacity is limited to four in Room #1 and six in Room #2.

Story Hour/Craft Room:

This room is available for adult or children’s use at times when it is not being utilized by the Library’s Children’s Department.

Food and drinks are allowed in this area.

The seating capacity is twelve adults, twenty children.

Brown Library: Because of the security concerns of the Seabrook Historical Society, the Brown Library is only available for meetings directly sponsored by and supervised by the Seabrook Library and/or the Seabrook Historical Society. No food or drink will be allowed in the Brown Library. Seating capacity is limited to twenty-five.

Trustees' Room: The Trustees' Room may be booked and used when it is not in use by the Trustees or any other library group. The seating capacity is eight.

Failure to adhere to the regulations presented herein may result in loss of Library privileges until any assessed fees are paid and/or in a barring from use of any and/or all meeting rooms for a period to be determined by the Director of the Library. Invoices may be sent if fines, fees, or damages are assessed.

Should circumstances dictate, the Library Director may make exceptions to the rules and regulations detailed in this document.