



## **Newmarket Public Library Meeting Rooms Use Procedure and Policy**

The library recognizes that community-sponsored programs are consistent with many of the goals of the library and encourages public use of our facility.

### **Eligibility of Users**

In general the library's policy permits community organizations including cultural, literary and artistic groups; school, service and social welfare organizations; clubs and organizations concerned with civic improvement; and governmental meetings.

The Library Director may grant permission to use the meeting room to groups fulfilling the following requirements:

- Library Meeting Room Use is limited to non-profit groups.
- The group must serve the Newmarket area.
- Adult sponsors must be present for youth and children's groups.
- Reservations must be made at least two days in advance for use of the Meeting Room.
- Request for Meeting Room User Agreement must be completed in person by the responsible party.

Groups composed of persons less than 18 years of age are permitted to use the Meeting Room, however, an individual 18 or over must make the reservation and be in attendance. The individual making the reservation must agree to assume responsibility for the actions of the participants. No alcohol is permitted on library premises.

Examples of ineligible uses include:

- Commercial use of the facilities. The sale of products or services is not allowed unless in conjunction with a library fundraising event.
- Use by groups that were responsible for damage to library property or which have disregarded library rules during previous uses of the facilities.
- Solicitation of any kind.

Permission will be denied to any group or individual for any meeting whose purpose is illegal or potentially hazardous; whose conduct would interfere with the proper functioning of the library; or when satisfactory adult sponsorship is not provided.

Use of the meeting room does not constitute endorsement by the Library of points of view expressed by the participants. No advertisement or announcement implying such endorsement will be permitted. Organizations may not use the name or address of the library as their official address, only as the

meeting site. Users of the meeting room are solely responsible for publicity for their program. Library resources, such as the website, will not be used to publicize non-library-sponsored programs.

### **Use of Meeting Rooms**

Meetings must be scheduled during regular library hours. Individuals coordinating meetings are normally allowed access to meeting rooms up to one half-hour before the meeting is scheduled to begin. Arrangements for longer set-up time can sometimes be arranged. The formal meeting should end 15 minutes prior to library's closing and all clean-up, packing, etc. should be done by the closing hour. The Trustees and Director have the authority to deny the use of library facilities to any individuals of groups that fail to comply with the intent of this policy.

Adopted October 1, 2014

Amended November 10, 2015

Newmarket Public Library

Board of Trustees