



BEDFORD PUBLIC LIBRARY MEETING ROOM POLICY

The library's mission includes developing and maintaining the library as the cultural and meeting center of Bedford.

STATEMENT OF PURPOSE

The meeting rooms in the Bedford Public Library are provided to further the mission and goals of the Bedford Public Library as adopted by the Library Board of Trustees. All activity in the meeting rooms shall comply with established Library policy.

The meetings rooms in the Library are intended for library programming and for public gatherings of a civic, cultural or educational nature.

The intent of this policy is to make the library's limited meeting room space available on an equitable basis for the community.

DISCLAIMER

The Bedford Public Library recognizes the rights of free speech and free assembly. Permission for a group to use library space does not constitute an endorsement of the group's philosophy or objectives by the library.

PRIORITIES FOR USE OF THE MEETING ROOMS

The meeting rooms of the Bedford Public Library are available to educational, cultural and civic groups in Bedford. Any group not based in Bedford requesting use of a meeting room must show substantial connection to the Town of Bedford through its stated mission, service area, or membership. The Board of Trustees reserves the right to make a final decision if questions arise concerning use of the meeting rooms. Priorities for room use are as follows:

- Library programs or library sponsored programs and meetings, including Library Board of Trustees, Friends of the Library and Library Foundation meetings.
- Town of Bedford governmental departments and boards as needed on an occasional or regular basis.
- Bedford based cultural, civic, or educational non-profit groups or organizations.
- Bedford based non-profit organizations holding non-public meetings.
- Non-local groups meeting may be arranged at the discretion of the library director or Board of Trustees.

RESERVING THE MEETING ROOMS

Groups who wish to use a meeting room should contact the library director to obtain an application and verify room availability. Applications must be made by an adult resident of Bedford in writing on the approved form. Reservations may be made up to one year in advance for up to twelve (12) meetings annually. Reservations shall be accepted, subject to the provisions of this policy, in the order received. Library programs will have priority; use of the rooms by the library for any purpose shall be

permitted. An adult representative for each group using the Library must be designated as the person responsible for coordinating the meeting or program and for assuring that the program ends at the designated time.

CAPACITY OF ROOMS

Attendance at meetings will be limited to the capacity of the individual meeting rooms as follows: McAllaster Room – seats 75; Richmond Room – seats 20. Seating and/or supplementary furniture are not permitted in corridors outside the meeting rooms.

FEES

No fee will be charged to Bedford residents or Bedford based organizations for use of a meeting room. There will be no commercial use of the meeting rooms. Meeting rooms may not be used for social gatherings or fund-raising functions except for library related events. No fees, sales of any kind, or solicitation of funds will be allowed for any non-library sponsored function. Events sponsored by the Library (programs, meetings, seminars, courses) may involve a fee and sale of literature.

TIMES WHEN MEETING ROOMS MAY BE RESERVED

The meeting rooms are available for use during the library's normal operating hours; reservation times include setup and breakdown time. Meetings with over 25 in attendance may only be scheduled after 6:00 p.m., Monday through Thursday. All members of the meeting must exit the library by 8:30 p.m. Use of the meeting rooms shall not conflict with customary library operations and may not disturb the use of the library by other patrons. Weekends are reserved for library programs and special events.

ROOM USE SET UP

Arrangement and set up of the furniture is the responsibility of the group using the room. The standard set-up for the McAllaster Room is theater style. Groups are required to leave the room in a neat and orderly condition. Restoration or repair of any damage is expected. No tacks, nails, or adhesive tape are to be placed in or on doors, walls, or furniture. Lighted candles or flames are not to be used within the building. The library is not responsible for any articles left at the library. Equipment, supplies, or personal effects cannot be stored or left in the library meeting rooms before or after use of the meeting room.

MINORS

Youths must have an adult sponsor and one adult in attendance for every 15 young people present. Children under the age of eight must be accompanied by an adult or caregiver age 14 or older and may not be left unattended in the library. A caregiver attending an activity in a meeting room may not leave a child or children unattended in the library. A copy of the library's Policy on Unattended Children is posted in the library.

PUBLICITY

No group may imply in its publicity that the library has sponsored or supported its meeting unless prior written permission is given by the library director.

EQUIPMENT

The Richmond Room and the McAllaster Room are equipped with a wall mounted screen and a ceiling mounted LCD projector and wireless internet access. Additional equipment may be available with advance notice.

KITCHEN FACILITIES

Light refreshments only may be served. Smoking and candles are not permitted. A small kitchen is shared by both rooms with a sink and small refrigerator.

ROOM CLEAN UP

Before leaving:

1. Unplug all appliances, including coffeemakers
2. Turn off the stove
3. Wash and put away dishes
4. Remove all debris from the room, including articles that have been dropped on the floor
5. Place all garbage and recycling in the appropriate containers in the kitchen
6. Return tables and chairs to their original placement

CLOSINGS

If the library is forced to close as a result of storms or other extraordinary circumstances, the closing will be posted on WMUR and on the library web page. It is each organization's responsibility to notify those who would be attending any meeting. The library is not responsible for any cost incurred by any organization as a result of such closing.

CANCELLATIONS

Please notify the library if the reserved meeting time is changed or the meeting is cancelled.

RESPONSIBILITY

The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities. Failure to comply with this policy may result in revocation of room use privileges.

The Library reserves the right to alter these rules as deemed necessary by the Director in conjunction with the Board of Trustees.

Adopted by the Board of Trustees, April 1998

Revised, July 2016