

Molly Hobbs Room Use

It is the policy of the Pelham Public Library to make available the Molly Hobbs room available to Pelham residents for the purpose of holding meetings when the room is not in use for Library purposes. The room can only be used during regular Library hours of operation. There will not be “after-hours” availability.

The M.H. room is available, without cost, to Pelham residents for the purpose of activities of civic, cultural, or educational nature, and for the discussion of current public questions. These groups may be based in Pelham, or must substantially serve Pelham. The M.H. room is NOT available for purely social or religious purposes, for the benefit of private individuals or commercial concerns, or where, in the judgment of the Library Director, disorder may be likely to occur. The meeting room is for the use of nonprofit organizations; profit making individuals or organizations are not eligible to reserve the room. The room is available to nonprofit groups in the Pelham community regardless of the beliefs or affiliations of their members. Duly constituted continuing political groups may use the room, but temporary committees for the advancement of an individual’s success in a political campaign shall be denied such use. Upon adequate notice for adequate reasons, the library reserves the right to revoke permission to use the M.H. room.

Priority is given to the Pelham Public Library’s programs and to activities of the Pelham Public Library Board of Trustees. Pelham’s organizations agreeing to the terms outlined below are welcome to meet in this room whenever it is not being used by the library or by library organizations.

Regulations

1. Requests for use must be made to the librarian at least one week prior to the date of the meeting. The library director must approve all requests and applicants should allow sufficient time for approval. The room may not be used without the approval of the director or designee.
2. An approved “Application for Use of the Pelham Public Library Molly Hobbs Room” must be on file before using the room.
3. Non-Library organizations may reserve the room for recurring meetings on a limited basis.
4. Series of meetings may be held for library programs only. This includes meetings that the library may co-sponsor with another community or library
5. Maximum occupancy is 45 people.
6. Youth groups must have an adult sponsor (21 or over) and TWO adults in attendance at every meeting.
7. No commercial use is permitted. No products may be sold
8. All meetings must be free and open to the public

9. No library property may be used other than the building itself and necessary furniture. The library does not provide audio/visual equipment.
10. Nothing may be affixed to walls or furniture, including, but not limited to, tacks, scotch tape, or nails.
11. Smoking is not permitted
12. Serving of food and beverages must be approved by the director or designee at the time of application and reserve request.
13. The person(s) making the reservation shall be completely responsible for Library property during the meeting and for adequate security in connection with the meeting. This person(s) shall:
 - a. Assure that attendees comply with all library regulations
 - b. Be held accountable for all property
 - c. Restore the building to the normal state for library use, including proper storage of all temporarily used furniture.
 - d. The area must be left clean, or a “clean up” fee will be assessed.

Conditions and Limitations

The Library assumes no responsibility whatsoever for personal injury to any member, affiliated person, guest, invitee, or licensee of the using organization. The using organization and its members assume and shall bear the full responsibility of loss of, or injury and damage to, any property of the Pelham Public Library as shall be caused or inflicted by the using organization, its members, affiliated persons, guests, invitees, or licensees.

Application

1. Applications will be accepted in order of receipt. Library programs will have first priority.
2. Applications must be made to the library Director by an adult Pelham resident, in writing and approved for “Application for use of the Pelham Public Library Molly Hobbs Room.”

**Application for Use of The Pelham Public Library
Molly Hobbs Meeting Room**

On behalf of (Name of Organization) _____

I am applying to use the Pelham Public Library Molly Hobbs Room for the purpose of:

On (date) _____ from: _____ o'clock until _____ o'clock.

Estimated attendance is: _____

I have read the Molly Hobbs Room Use Regulations and I agree to assume responsibility in fulfilling the requirements outlined for the use of the room.

Signature of Applicant: _____

Printed Name of Applicant: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

Food/Drink Request: _____

Approved by: _____

Title: _____ Date: _____

Comments: _____

No Smoking or Alcohol is allowed at the library!

Before leaving: You are responsible for restoring the room to the condition in which you found it, including proper storage of furniture and equipment. You will be charged for cleaning and/or repair of any damage.

Note: When the Library closes for weather –related or other emergencies, every effort will be made to contact organizations scheduled to use the Molly Hobbs Room.

Disclaimer: Although the library will do everything reasonably in its power to accommodate your meeting, we are not responsible for errors in scheduling.