



Pelham Public Library
24 Village Green
Pelham, NH 03076
Telephone: (603) 635-7581
www.pelhampubliclibrary.org

MEETING ROOM POLICY

Purpose: To set forth the terms governing the use of the Library's meeting rooms.

Eligibility Guidelines:

Library programs and activities have absolute priority over all other uses and are not covered under these policies and procedures. Scheduling of meeting rooms is on a first come, first served basis.

Eligibility for Molly Hobbs room (Maximum Occupancy: 30):

This meeting room at the Pelham Public Library is available free of charge to any Pelham resident or cardholder for non-profit or governmental entities for meetings or programs of an educational, cultural, charitable or civic nature during library hours. Reservations are limited to one booking per month by any one non-profit group or organization. Applications for use of the Molly Hobbs room can be found on the library's website and should be sent to the Library Director. The application must be filed by an adult with residence in Pelham as much in advance as possible, to ensure timely response. Applications will be reviewed, signed, and returned before the reservation is confirmed.

Eligibility for Study room (Maximum Occupancy: 6):

This room is available for use by small groups and individuals regardless of age, residence, or group affiliation. The rooms can be reserved up to 3 days in advance: groups or individuals using the study room is limited to 2 hours per day. The study rooms can only be reserved via telephone at 603-635-7581 or in person.

Meeting Room Policies:

Groups using our meeting spaces agree to follow the following rules. Exceptions to these can only be made by the Director or Assistant Director, and must be noted on the application. Signing the meeting room application will be considered a group's understanding of, and agreement to, follow these rules and regulations.

- All Individuals will adhere to the Library Behavior Policy as well as all other policies set forth by the Library. Policies can be found on the Library's website.

Permission to use a library meeting room does not constitute endorsement of a group's philosophy or objectives by the Pelham Public Library or the Library Board of Trustees. Publicity for meetings or programs must not state or imply that an event is endorsed or co-sponsored by the library unless there is a prior agreement in writing. All groups accept responsibility and liability for all statements and actions with respect to their meeting.

- No signs are permitted on the library grounds except up to three directional signs with the name of the event and location. Such signs must be removed at the end of the meeting.
- Food is not allowed unless specified and approved on the application.
- Securely covered non-alcoholic beverages are permitted.
- Soliciting dues, admission fees, or donations from attendees is prohibited. All activities, including printed materials, must be confined to the meeting room. Approaching library customers to encourage participation in the group's activities is prohibited.
- Programs involving the sale, advertising or promotion of commercial products or services, or programs sponsored by a business firm are prohibited, even if they are free and open to the public. Nonprofit groups may engage a speaker from a business as long as the speaker and the nonprofit group do not sell, advertise, or promote commercial products or services during their program/meeting.
- Any damage to or loss of library property resulting from a meeting or program will be the responsibility of the organization that booked the room. Organizer must make arrangements for payment for any such damage or loss prior to the end of the meeting.
- All meeting rooms should be left in a clean and orderly condition. Groups are responsible for setting up chairs and tables if necessary and returning them to their original location after the meeting. If food is served (allowed with advance arrangements only) the group must sweep or vacuum the floor and wipe down all tables and counters after the meeting.
- If, in the opinion of the Library Director, the presence of a police officer is necessary or advisable, the group using the library meeting space will hire one or more at their own expense.
- The library reserves the right to relocate a group to the room most suited for its size and function.
- Youth groups must have an adult sponsor and at least one adult in attendance.
- The library should be informed of cancellations as soon as possible. Reservations may be forfeited if a group/individual does not arrive within 15 minutes of reservation start time.
- In case of circumstances beyond our control (e.g., inclement weather, loss of power, or library closure) library staff will attempt to notify organizations scheduled to use the room. During adverse weather conditions, the group should check with the Library for possible closure. The group is responsible for notifying meeting attendees of any cancellations.