

The Wolfeboro Public Library provides meeting rooms for library programming and public gatherings for civic, cultural, community, or educational activities.

The library recognizes the rights of free speech and assembly; however, granting space does not constitute an endorsement of a group's philosophy or objectives by the library, its staff, the Board of Trustees, or the Town of Wolfeboro. Publicity for an event that is not sponsored by the library, or the Town of Wolfeboro must not be worded in a manner that would imply library or Town of Wolfeboro sponsorship of the activity.

A request to use a meeting room does not guarantee the room will be available. The Library Director and/or the Board of Trustees reserves the right to change meeting room locations to meet community needs and participant numbers.

II. Availability and Room Details

If technology is used, training in advance of the meeting is required. Training in closing procedures is also required for after-hour meetings. The user must schedule their training with the library staff.

- **Bradley Meeting Room:** Capacity of 100.
- **Beaver Meeting Room:** Capacity of 26.
- **Ayers & O'Rourke Meeting Rooms:** Capacity of 9; scheduled for 2-hour blocks. Reservations can be made only 24 hours in advance. These meeting rooms can be booked in advance with the prior approval of the Assistant Director or Director.

Reservations for the Bradley and Beaver Room can only be booked six (6) months in advance for a limit of twenty-six (26) bookings per year.

III. Usage Guidelines

- **Public Access:** Meetings must be open to the public, except for non-profit board meetings, homeowner's association meetings, or similar private events. All meeting rooms will be available after 9:30AM. All rooms will be held for 15 minutes after the original booking time.
- **Fee Prohibitions:** No fees of any kind may be collected for an event. With prior approval, the arrangement of book selling by an author will be allowed.
- **Restrictions:** Meeting room users must abide by all library policies. Users may arrange the table and chairs to suit their needs but must return the room to its original configuration.

- **Supervision:** Library staff will request and review all required paperwork before any booking and may monitor meetings to ensure policy compliance.
- **Priority of Use:**
 0. Library-sponsored programs and activities.
 0. Friends of the Library, Library Foundation, and Town committees/boards.
 1. General public – Wolfeboro residents.
 2. General public – Non-resident patrons.

IV. Reservation Process

- **Requirements:** Individuals reserving a room must possess a **valid Wolfeboro Public Library card** (resident or non-resident) and shall be the party responsible for the event. All reservations must be made by an adult which is defined as a person who is at least 18 years old at the time of the booking. The O'Rourke and Ayers Rooms do not have an age restriction. If the rooms are not reserved, the library staff can accommodate individuals on a first come, first serve basis.
- **Methods:** Requests are accepted via mail, email, telephone, or in-person. Tours can be arranged during library hours of operation.

V. Authority and Appeals

The Board of Trustees holds final determination over room use. While the Library Director may grant exceptions in the library's best interest, denied applicants may submit a written appeal for reconsideration to the Board of Trustees. Appeals must include contact information and a statement of the basis for the appeal for review at the next official Board meeting.

Adopted by the Library Board of Trustees 3/16/20; Revised 5/10/21; Revised 6/13/22; Revised 11/14/22; Revised 5/8/23; Revised 7/10/23; Revised 11/13/23; Revised and adopted 3/17/26