

## **Wolfeboro Public Library Meeting Room Policy and Rules**

The Library welcomes the use of its meeting rooms by responsible groups and individuals. Meeting rooms are intended for Library programming and for public gatherings of civic, cultural, community or educational activities. All use of meeting rooms must generally be open to the public with the exception of meetings such as non-profit board meetings, homeowner's association meetings and similar events. Meetings may be monitored by Library staff to ensure compliance with this policy.

The Library recognizes the rights of free speech and free assembly. Permission for a group to use library space does not constitute an endorsement of a group's philosophy or objectives by the Library, Library staff, Board of Trustees or the Town of Wolfeboro.

Guidelines for availability and conditions for using the public meeting rooms are set by the Library Board of Trustees. The Library Director shall have authority to grant exceptions to these rules when in the best interest of the Library. Final determination of use rests with the Library Board of Trustees. Please submit a written appeal for reconsideration to the Board of Trustees. The appeals letter should include contact information and a statement of the basis for the appeal. The appeal will be reviewed at the next official meeting of the Board of Trustees.

### **Available Meeting Rooms:**

Bradley Meeting Room (capacity: 100)

Beaver Meeting Room (capacity: 26)

Ayers Meeting Room (capacity: 9; can schedule usage in 2-hour blocks)

O'Rourke Meeting Room (capacity: 9; can schedule usage in 2-hour blocks)

### **Reservation of meeting rooms:**

Library programs and activities or programs sponsored by the Library have priority for meeting room space. The Friends of the Library, Library Foundation, and Town Committees and Boards have second priority. Meeting spaces can be reserved during regular library hours.

Reservations for all meeting rooms will be accepted via mail, email, telephone, or in-person.

Tours of meeting spaces can be arranged during regular library hours.

A request to use a meeting room does not guarantee the room will be available. Completed reservation forms are required for the Bradley and Beaver Rooms. The Ayers and O'Rourke Rooms are generally booked on a walk-in, first-come, first-served basis, but advance reservations are permitted. If the Bradley or Beaver Rooms are not booked, walk-in use is permitted, provided the reservation form is completed before use. All necessary paperwork

must be returned to the library for review and approval before a reservation is confirmed. Reservations for the Beaver and Bradley Rooms are limited to twenty-six bookings per year. Exceptions to this booking limitation may be made with prior Director approval. Reservations will not be accepted more than a year in advance of the meeting date.

Access to the O'Rourke and Ayers meeting rooms is only available during regular library hours. The Beaver and Bradley Rooms are available from 9 am until closing Monday through Saturday. After-hours users of the Beaver or Bradley Rooms are expected to be out of the building by 10 pm. Meetings that begin after the Library has closed are permitted, subject to the approval of the Director. Training in closing procedures in advance of the meeting is required. Exceptions to these hours must be approved by the Library Director.

The Library, the Library Director and the Library Board of Trustees will not make any decision as to the use of the library's meeting rooms based upon race, sex, age (except for requiring an "adult" to reserve a meeting room), religion, marital status, physical or mental disability, national origin or sexual orientation.

No use of meeting rooms will be allowed that is likely to disturb Library patrons in their customary use of library facilities, impede Library staff in the performance of their duties, endanger the Library building or collection, or that is prohibited by laws of the State of New Hampshire or of the United States. Approval of an application to use the Library meeting spaces in no way signifies that the Library, its staff, Trustees or the Town of Wolfeboro is sponsoring or co-sponsoring the event for which approval has been granted. Nor does approval signify that the Library or Town supports the policies, philosophies or social programs of the applicant organization.

The Board of Trustees reserves the right to determine, in consultation with the Chief of Police in consideration of the history of a group's meeting room use, whether any proposed use of a meeting room will require a police detail or other extraordinary police protection, and, if so determined, the anticipated cost thereof will be borne by the group reserving the meeting space.

Only adults may reserve a meeting room, and the adult reserving the room or the designated agent will be present and responsible for the behavior of individuals attending the program. "Adult" shall mean a person who is 18 years of age or older at the time the form for making a meeting room reservation is submitted. No group or individual may assign their reservation to another group or individual.

An organization reserving a room for an event with raffles or games of chance are required to submit a written request to the Library Board of Trustees. The written request must be submitted along with a current Certificate of Good Standing from the New Hampshire Secretary of State's Office. The Board of Trustees will consider this request at their next regularly scheduled meeting.

**Fees and Charges:**

The rooms are available without charge; however, donations are accepted.

Failure to return the entrance door key may result in a charge for re-keying the locks. Users must also successfully complete training on opening and/or closing procedures. The user of the meeting room is responsible for arranging training time with Library staff at least seven days prior to the use of the room, though the actual training may take place the day of the program if so agreed upon.

No admission fees may be charged. Generally, no buying or selling is permitted. This includes free introductory lectures and programs where participants may be encouraged to sign up for fee-based products or services at a later date. Exceptions, such as the sale of books for an author book-signing event, or arts and crafts for an artist's event, may be approved by the Library Director.

**Cancellations:**

Users should notify the library promptly of any cancellation of their event; 24-hour notice minimum is requested. The Library Director may cancel an event due to weather or emergency closures of the Library, or in the event the individual or group fails to comply with this or another Library policy.

**Use of the rooms:**

1. Meeting room reservations must include set up and clean up time.
2. Users must adhere to capacity limits.
3. Meetings must be open to the public and no admission or other fees may be charged.
4. Light refreshments may be served. The Library does not provide supplies for refreshments. No alcoholic beverages are permitted. A kitchenette is available adjacent to the Bradley Meeting Room and is available for both Beaver and Bradley Meeting Room groups.
5. Meeting rooms and the kitchenette must be left clean, neat, orderly and ready for the next use of the space. Users must remove all trash generated by their event from the Library.

6. Meeting room reservations will be held for 15 minutes after the time scheduled for the user's arrival. After that time, the Library may cancel the reservation and allow other individuals or groups to use the room.
7. Early admittance to the building prior to public opening time is permitted if adequate Library staff is on hand to provide access to the building. All groups are expected to vacate the room 15 minutes before the Library closes unless other arrangements have been made and appropriate training has taken place.
8. User may arrange the chairs and tables to suit their needs. Following the meeting, the room shall be returned to its previous arrangement by the user.
9. User is responsible for scheduling training in the use of the library equipment and to ensure their technology is compatible with the library's technology prior to using the meeting room. Desk staff cannot be responsible to assist with technology set-up if the users have not come to the library in advance for training.
10. Meeting room users must abide by all Library policies at all times. Library staff may ask any individual to leave the premises for any failure to abide by the Library's policies.
11. No tacks, pins, staples or tape shall be used on the walls.
12. Room temperature is pre-set and cannot be adjusted by the user or Library staff.

**Restrictions:**

The Library does not assume any responsibility or liability for loss, damage or injury to any person or property occurring as a result of the activities of the group using the meeting rooms.

1. Use of the meeting rooms does not constitute Library endorsement of the viewpoints expressed by participants in the programs.
2. The person scheduling the meeting room shall be responsible for any injury to any participant, and for any damage caused by any participant to the Library or other person.
3. 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 group's activities.

Adopted by the Library Board of Trustees 3/16/20; Revised 5/10/21;  
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