

## PEASE PUBLIC LIBRARY

### MEETING ROOM POLICY

**Please read and complete to accept the Meeting Room Policies and Guidelines below:**

Call the Circulation Desk at 603-536-2616, to reserve one of these rooms. If you reserve the Community Room and you plan to use the Lobby area to set up or to use this space too, reserve the Lobby also.

**Library Meeting Rooms include:**

**Community Room:** Maximum 50 people. There are 10 large tables, 4 small tables and 50 chairs.

**YLLA Room:** fits 11. There are two tables and 11 chairs.

**Lobby:** fits up to 21 people. 3 tables, 14 chairs at the tables and 7 large chairs.

**Quiet Study Rooms:** There are two rooms that can be reserved for two (2) hours each day. The Turmelle room (has a window) and the Blaine room each can seat up to 2 people. Each room has one table and two chairs. Rooms are only available during regular library hours.

**New Hampshire Room:** One table and 6 desk chairs. This room is in the library and is available during regular library hours.

The meeting rooms are available on equal terms to all not-for-profit groups of the Town of Plymouth, regardless of political, religious, or other affiliation. They may also be made available to educational, civic, or cultural groups not based within the Town of Plymouth. A group's use of the Library's meeting rooms does not imply endorsement of the group's policies, beliefs, or programs by the Board of Library Trustees or staff. To reserve one of these public meeting rooms continue with the application below.

**Please call the library two (2) days in advance of your meeting to confirm the meeting, call 536-2616.**

1. One person, who is at least 18 years of age, must assume responsibility for any meeting, providing a name, email address, mailing address, and telephone number, as well as the full name of the organization, purpose of the meeting, time desired and the number of persons expected.
2. All meetings are open to the public. No admission fee may be charged, no business or donations may be solicited directly or indirectly, no animals are permitted other than service animals, and no merchandise, food, or beverages may be sold by any group without permission in advance from the Board of Trustees or the Library Director.
3. The terms of the Library's Behavior Policy are to be observed while using the meeting rooms.
4. The room(s) shall not be used for private parties, or commercial solicitation.
5. If admission or registration fees are charged, a fee is charged for service or entry, or the business is for-profit, there is a \$50 fee for each room reservation.
6. Library activities and events have priority for use of the room(s).
7. A series of meetings that would designate the Library as the regular meeting place for an organization may be accepted only with the understanding that the organization's use of the room(s) may occasionally be superseded by Library meetings and other needs. Such series reservations shall be made at the discretion of the Board of Trustees and the Director. You may book a maximum of three (3) months in advance. One group's use of formal meeting rooms at the library may not exceed 12 times in one calendar year.
8. **The person or group making the reservation is responsible for confirming the reservation two (2) days in advance of the meeting.** A group may make arrangements to set up the room in advance by checking with the staff at the time of the reservation or when confirming the reservation.
9. Any organization using the Library meeting room(s) when the Library is not open to the public shall make specific arrangements with the staff in advance for permission and arrangement for closing/locking the Library. A custodial fee may be issued.
10. No smoking, vaping or alcoholic beverages shall be allowed on Library premises.
11. Groups using the room(s) are responsible for any damage inflicted on the room(s) or on Library contents. They are responsible for turning off the projector or other equipment that was used.
12. Groups may be responsible for paying for paper products including but not limited to paper towels and toilet paper and may be charged a custodial fee.
13. CCTV cameras are in use throughout the Library building solely for the purposes of security and safety. Interference with cameras will result in ejection from the premises and possible legal action. Cameras are video only and not audio enabled.

14. A Group must comply with all safety procedures, including but not limited to, fire alarm evacuations, building closures, and emergency procedures as deemed necessary by the library staff or town officials. Failure to comply with these measures will result in loss of meeting room privileges for a term of one year or more.
15. The Library assumes no responsibility for the safety of private property brought onto the premises, nor for the injury to any persons attending the meeting. Any damage to Library property resulting from a meeting or program will be the responsibility of the organization using the Library. The responsible party representing the organization shall be responsible for any damages occurring to any audiovisual equipment used.
16. No use of library meeting rooms shall be allowed before the Meeting Room Policy has been signed by the responsible representative of the organization.
17. A Group may not imply in its publicity that the Library has sponsored its meeting or group, unless prior written permission is given by the Director or the Board of Trustees.

### PEASE PUBLIC LIBRARY MEETING ROOM POLICY

**Request Form:** Date and Time of Event: \_\_\_\_\_ Phone#: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Group or Person Running the Event: \_\_\_\_\_

Contact Person (if different from above): \_\_\_\_\_

Contact Address: \_\_\_\_\_

Email: \_\_\_\_\_ Approx. Group Size: \_\_\_\_\_

Do you need to schedule a time for us to show you how to set up any technology? No \_\_\_ Yes \_\_\_ Date \_\_\_\_\_

Please be careful of the walls; do not lean or push chairs or furniture against them.

Circle Amount Due:	Area Non-Profit (free)	For Profit Groups (\$50)	Charging Admission/Registration (\$50)
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Will you need a key to get in or lock the building if the library is closed? No \_\_\_ Yes \_\_\_ (sign one out during open hours)

**When you have a meeting that meets outside of library hours please read and initial the following policies:**

I have read the Meeting Room policy. \_\_\_\_\_(Initials)

I take responsibility for closing the library and the locking the doors and windows. \_\_\_\_\_(Initials)

**Return this completed checklist and the room keys within 48 hours of your meeting.**

**For Meetings Downstairs After Library Hours:**

Do NOT leave the front door unlocked and unattended. Please have people enter the Community Room directly using the side doors on Russell Street. You may place a meeting sign at the front entrance. The elevator is accessible from the front door only and if necessary you may need to monitor the door until all parties requiring its use have arrived.

This is for your safety and for the safety of the building. Groups that violate this policy may have their privileges to use the Library's meeting spaces revoked.

**When leaving the downstairs meeting rooms after the library is closed:** \_\_\_\_\_ (Initials)

The person running the event will check the building before leaving by following the checklists below.

- Turn off the electronics by following the procedure sheet on the door in the community room and retract the projection screen.

- Please close all doors and turn off the lights in the bathrooms and meeting rooms.
- The hall lights downstairs in the hall are on timers, they will turn off on their own.
- Turn off the light in the lobby near the book drop inside the front door.
- Check that the front door is locked upon leaving.
- Place the key in the plastic bag and put in the book drop or return it the next day.

**Please see reverse page**

## **PEASE PUBLIC LIBRARY MEETING ROOM POLICY**

**Return completed forms to:** Director, Pease Public Library, 1 Russell Street, Plymouth, NH 03264 fax: 603-536-2369  
[pease@peasepubliclibrary.org](mailto:pease@peasepubliclibrary.org)

\*For Staff:            Staff initials \_\_\_\_\_            Date entered in calendar \_\_\_\_\_

                              Paid in Full                            Deposit  
 Amount \$ \_\_\_\_\_            Amount \$ \_\_\_\_\_            Balance Due \$ \_\_\_\_\_

