

## **Epsom Public Library**

### **Meeting Room Policy**

**Approved February 28, 2023**

#### INTENDED USES

The meeting room in the Epsom Public Library is intended for Library programming and for public gatherings of a civic, cultural, or educational nature in accordance with consideration of the principles set forth in the Library Bill of Rights: Accessibility, Equity, and Inclusiveness. The Library meeting room is a limited public forum.

The Library encourages use of the meeting rooms by local groups and organizations, according to the following guidelines and conditions:

1. Priority for meeting room use will be given as follows: 1. Library and Library- sponsored programs, 2. Town departmental business, 3. Library-related organizations, 3. Epsom non-profit and community groups, 4. All others.
2. The Library's meeting room is available to local groups and organizations on a first-come, first-served basis for meetings that comply with the Library's Meeting Room Policy and do not conflict with Library services and programs. The room may be reserved by nonprofit and community groups holding meetings that are free of charge and that are open to the public.
3. The Library subscribes to the equitable use of its facilities regardless of the beliefs or affiliations of the individuals or groups requesting use. Use of the meeting room, however, does not constitute an endorsement by the Library of an organization's policies or beliefs.
4. Groups may not imply in their advertising or during meetings that the Library sponsors or supports the meeting, group, or presentation.
5. Groups may identify the Library and provide its address in their publicity as the meeting location but may not publish the Library's phone number for the purposes of Library staff helping to organize/plan meetings or answer questions about meeting content.
6. The Library Director is responsible for the final approval of all Library meeting room requests and the execution of this policy and exceptions therein. Requests for review of a decision made by the Library Director can be initiated by completing a review form available at the Library circulation desk. Review forms will be forwarded to the Library's Board of Trustees for consideration. No meetings will be booked until the Board renders a decision. The decision of the Board is final.

## MEETING ROOM USE

1. The Epsom Public Library has one room available for use by community groups and associations.
2. One small study room, seating up to 6 people is also available via day- of-use sign-ups at the front desk. Study rooms may not be reserved. They are available on a first come, first served basis only.
3. The meeting room is not available for parties and celebrations for the benefit of private individuals or for commercial enterprises.
4. The meeting room may not be reserved on Sundays and legally observed holidays.
5. Meetings that are expected to extend past the Library's open hours must be arranged with the Director in advance. The Library will not allow meeting room use after hours without prior arrangements. The sponsor for the group must meet with the Library Director and review the security procedures for afterhours use and agree to the terms of use. After-hours meetings must end by 10 p.m.
6. No admittance fee may be charged, nor contributions solicited except for Library fundraisers. Fundraising events sponsored by the Library, Friends of the Library, or other organizations affiliated with the Library are permitted.
7. The number of people using the meeting room cannot exceed the capacity of the meeting room, in compliance with the fire code regulations.

## RESERVATION AGREEMENT

1. Completed applications must be submitted at least 72 hours in advance of the meeting. Application forms are available on the Library's website <https://www.epsomlibrary.com>. The application must be completed and submitted by a resident of Epsom herein referred to as "the Sponsor," at least 21 years of age and who shall be personally responsible for the conduct of the meeting, adherence to regulations, the payment of any charges, and any damage to Library property.
2. Meeting rooms may be reserved up to two months in advance of the meeting to allow flexibility in scheduling Library programs. This limit applies to both one-time and repeat bookings.
3. The Sponsor shall be in attendance when the meeting room is in use.
4. The Sponsor is responsible for the security, safety, and behavior of the group. Children must be supervised by group members, with a minimum of one adult for every five children. Pick up of children must be monitored by the group. (Please see the Library's Safe Children and Behavior Policy).

5. The Sponsor will be responsible for picking up and returning any Library keys.
6. The Sponsor will promptly reimburse the Library for any expense or damage resulting from the use of the facility, whether accidental or deliberate. Damage and accidents must be reported immediately to the Library Director or a designated staff member immediately. Neither the Trustees of the Epsom Public Library, nor the Town of Epsom, shall be held responsible for injury to persons or property that may occur while a meeting room is being used. The Library cannot be held responsible for materials, supplies, or equipment owned by the group and used by them in the Library.
7. Users of Library equipment are assumed to be familiar with their operation in advance of the meeting. If instruction is needed, staff may be available at a mutually convenient date and time.
8. The Sponsor is responsible for setting up the meeting room to his or her requirements. The Library staff is not available to assist with this task. All equipment and furnishings used during the meeting must be returned to their proper place (i.e., where they were found) when the meeting is over.
9. Refreshments may be served in the meeting room. A small kitchenette within the meeting room may be used by groups, provided the area is completely cleaned by the group after the meeting.
10. No custodial services are provided in connection with use of the meeting rooms. Storage facilities are not provided.
11. The Sponsor is responsible for placing trash generated by the meeting in receptacles provided in the rooms or in the trash barrels near the Library shed.
12. All inquiries concerning meetings will be referred to the Sponsor who completed the application or a designated contact person. Should the Sponsor cancel the meeting, it is his/her responsibility to notify audience members of that decision.
13. In case of emergency closure, the Library Director will notify the Sponsor as soon as possible prior to the event.
14. Permission for use of the room is not transferable.
15. Any infraction of the Library Behavior Policy and the Library Meeting Room Policy may result in the loss of meeting room use privileges for the Sponsor, the group, or association. Any false, misleading, or incomplete statement on the application form shall be grounds to forbid the use of meeting room by the applicant.
16. The Library Director reserves the right to determine whether any proposed use of a meeting room will require a police detail or other extraordinary police protection, and if so, the anticipated cost thereof which shall be the responsibility of the meeting Sponsor. Payment shall be made to the Library prior to the event.

17. Library staff telephones are only available to the public for emergency use. Incoming calls will only be relayed to meeting rooms during emergencies.

18. No smoking is allowed on Library property. No alcoholic beverages may be dispensed or consumed by the public on Library property. No open flame is permitted at any time