

# MEETING ROOM USE

## GENERAL

The Lane Memorial Library has a community meeting room and a small quiet study room available for public use. These rooms are provided to further the mission of the Lane Memorial Library as adopted by the Library Board of Trustees; priority use will be granted to Lane Memorial Library sponsored events. All activity in the meeting rooms shall comply with established Library policies. All agreements to use the rooms are temporary, revocable and conditional. The Lane Memorial Library reserves the authority to revoke agreements in its sole discretion at any time for any lawful reason prior to expiration without penalty or liability, and to impose conditions upon the agreement in the public interest.

### Who can use our rooms?

Meeting rooms may be used by:

- Town of Hampton departments
- Public agencies serving the Town of Hampton including Rockingham County, and SAUs 21 and 90
- The Hampton Area Chamber of Commerce
- Hampton-based charitable and social welfare organizations
- Hampton homeowner's associations
- Hampton sports leagues
- Organized non-profit groups with current 501(c)(3) or 501(c)(4) IRS status, whose membership is open to the public and whose primary purpose is to serve the Hampton community
- Residents (Individuals must reside or own property within the Town of Hampton)
- Common interest groups (Groups must have membership made up of at least 51% Hampton residents)
- Area businesses (Business facility must be located within the Town of Hampton. If there is no business facility, person responsible for event must reside or own property within the Town of Hampton)

Personal or family parties such as birthday parties, play dates, baby showers, etc. cannot be hosted at the Library.

## RESERVATION OF TABLES

New Hampshire Room:            Table 1, 3 seats

These tables and the rooms where they are located may not be used as a private meeting setting (please see booking of Lane Room and Study Room for private meeting options). All rooms will remain accessible to staff and the public.

All requests for use shall be processed in order of receipt. To serve the needs of the many individuals, organizations and groups in Hampton, limits are placed on usage.

No user may reserve a table more than 6 months in advance or more than 26 times in that 6-month period. To avoid any group booking a table in perpetuity, additional bookings can be made only after the first 6 months is completed. Tables can be booked for 2 hour blocks, up to 4 hours. Further restrictions on repeat bookings are in place by the hours listed below:

<b>TABLE LOCATION</b>	<b>DAY</b>	<b>TIME</b>	<b>STATUS</b>
NH Room	Mon- Fri	<b>10 a.m. – 6 p.m.</b>	Available
NH Room	Sat	<b>10 a.m. – 2 p.m.</b>	Available

### **RESERVATION OF ROOMS**

The meeting rooms are available for use during the library's normal operating hours. Reservation times include setup and breakdown time. Meeting rooms are not available on Sundays, holidays or for times starting before the library opens or after the library closes. The Library reserves the right to limit attendance in conjunction with an approved use as may be necessary to comply with occupancy limits for the room(s) which are as follows:

Wheaton J. Lane Room: 100 seated adults  
 Quiet Study Room: 12 seated adults

All requests for use shall be processed in order of receipt. To serve the needs of the many individuals, organizations and groups in Hampton, limits are placed on the use of the meeting rooms. No user may reserve a room more than 6 months in advance or more than 26 times in that 6-month period. To avoid any group booking a room in perpetuity, additional bookings can be made only after the first 6 months is completed. Further restrictions are in place by the hours listed below:

<b>ROOM</b>	<b>DAY</b>	<b>TIME</b>	<b>STATUS</b>
Lane Room	Mon-Sat	<b>10 a.m. – 12 p.m.</b>	Limited Availability
Lane Room	Mon-Sat	<b>12 p.m. – 2 p.m.</b>	Available
Lane Room	Mon-Sat	<b>2 p.m. – 6 p.m.</b>	Limited Availability
Study Room	Mon-Sat	<b>10 a.m. – 2 p.m.</b>	Available
Study Room	Mon-Sat	<b>2 p.m. – 6 p.m.</b>	Limited Availability

The Library reserves the right to:

- Reclaim the use of the meeting room for library programming with advance notice to the user whenever possible; and
- Relocate a user to the room most suited for its size and function.

The Library recognizes and respects the rights of free speech and assembly and will implement this policy in a consistent and viewpoint neutral manner. Permission to use the Library space does not constitute an endorsement by the Library of the user's philosophy, viewpoint or objectives.

To the extent permitted by law, the Library may deny an application for use if:

1. The requested date and time is unavailable;
2. The applicant or the person/group/organization on whose behalf the application for use is made contains a material falsehood or misrepresentation;
3. The applicant or the person/group/organization on whose behalf the application for use is made has damaged Library property on prior occasions and not paid for the damage;
4. The applicant or the person/group/organization on whose behalf the use is made is legally incompetent to contract or to sue and be sued;
5. The applicant or the person/group/organization on whose behalf the application for use is made has violated the terms of a prior temporary agreement for use of the Library;
6. The proposed use would present an unreasonable danger to the health and/or safety of Library patrons, visitors, employees, agents, volunteers, and/or other members of the public;
7. The proposed use is prohibited by law.

Rooms may be booked by verbal agreement over the phone or in person. If a room is approved for use, a written agreement must be signed by a representative of the group no later than the date reserved. Meetings may not proceed until the written agreement has been received.

Any applicant denied an agreement to use a room may appeal the decision to The Board of Trustees within 10 days, stating in writing the reasons why the denial of the use is erroneous. A decision will be rendered within 30 days following receipt of the written appeal.

The Library reserves the right to impose reasonable and actual administrative costs on the user, including, but not limited to, necessary security, clean-up and traffic management costs so that same are not borne by the Library and taxpayers.

Failure to abide by the rules of the Library or other misuse of a meeting room as well as any misrepresentations in any materials submitted in connection with the application for use of a meeting/quiet study room may result in cancellation or termination of the agreement and may further limit the user's ability to obtain use of the Library meeting and quiet study rooms in the future.

## **PROHIBITED ACTIVITIES**

The user shall not use the premises in violation of federal, state, or local law, or any policy, procedure, or lawful requirement of the Lane Memorial Library.

The user shall not imply in its advertising or during the meeting/use of the premises that the Library has sponsored or supports its meeting/use or group/organization.

Neither the name nor the address of the Library may be used as the official address or headquarters of a user.

No fees, admission or other charges, sales of any kind, or solicitation of funds will be allowed unless the use is by or sponsored by the Library.

Alcohol and smoking (as well as other tobacco products) are not permitted on the premises.

No amendment, alteration or addition shall be made to the Library's system components (electrical, lighting, network wiring, heating, doors, physical structure or layout) by any user.

Fire hazardous materials such as candles, matches, or incense are not permitted on the premises.

At no time may fire lanes and emergency exits or handicapped parking spaces and entrances/ramps be blocked by vehicles or other objects.

Illegal parking may result in offenders receiving warnings, tickets, or having the vehicle towed at the owner's own expense.

Parents or guardians attending an event/approved use of the premises may not leave children under the 2nd grade level unattended in the main library or Children's Room. Any older children left there who are in any way disruptive or uncooperative will be asked to rejoin their parent or guardian.

## **RESPONSIBILITIES**

The user is responsible at all times for the observance of fire and safety requirements including but not limited to maintaining all aisles, doorways, and exits free and clear of all obstructions to permit unimpeded emergency access. If applicable, the user must secure any required permits from local or state governing agencies/bodies.

The user is required to have an on-site supervisor who is at least 18 years of age be present at all times during the event/use of the room(s). Youth meetings require at least a 1:10 adult to child ratio.

If commercial activity (e.g. caterers/vendors/businesses selling/distributing food, beverages, merchandise, and/or services) will occur at/during the event, the caterer/ vendor/business must be licensed (if applicable) and is required to submit proof of licensure and insurance, to include general liability, automobile liability, and/or property and workers' compensation, that names the Lane Memorial Library and the Town of Hampton as additional insureds.

Fliers, brochures or other printed information brought into the library should remain in the meeting room and be removed from the meeting room at end of event/use.

The user is responsible for the behavior of and damage caused by anyone attending the event/use of the room(s).

The user is at all times responsible for keeping noise levels consistent with the proper atmosphere of the Library.

The user is responsible for set-up and break-down for its event/use in the meeting room and is required to leave the space in a neat and orderly condition.

The user must remove all trash from the Library immediately following the event/use and properly dispose of same.

The user must provide written notice of any accident resulting in bodily injury or property damage occurring on Library property or in any way connected with the use of Library property within 24 hours of the accident. The notice must include details of the time, place, circumstances of the accident, and names, addresses and phone numbers of any persons involved and/or witnessing the accident. The notice should be submitted to:

Kristina Ostman  
(603) 929-5908 phone  
Hampton Town Hall  
(603) 926-6853 fax  
100 Winnacunnet Road  
[kostman@hampton.town.nh.us](mailto:kostman@hampton.town.nh.us)  
Hampton, NH 03842

The Library and Town assume no responsibility for the safety of any private property brought onto the premises, nor for injury to/death of any persons attending the event/approved use. Any damage to Library property resulting from an event/approved use shall be the responsibility of the user.<sup>1</sup>