

Harvey-Mitchell Memorial Library Children's Room/Meeting Room Policy

The Harvey-Mitchell Memorial Library offers a meeting room for community use when it is not scheduled for library or Town of Epping events. There is no charge for using the meeting room, though donations are encouraged. **Meetings scheduled during library operating hours are welcome however interruptions to access books must be expected and accepted.** The HMML encourages local nonprofit groups and organizations to meet at the library for civic, cultural, informational or recreational purposes. The meeting room is not available for private parties or use as permanent office space.

Use of the meeting room is by reservation only. An application form for the room, accepting responsibility for the room's contents, condition, and keys to the building (if given), must be signed by a representative of the group. Reservations may be made up to three months in advance. **Reoccurring meetings (weekly, monthly, etc.) can be scheduled for up to four months. After four months a representative of the group must contact the library and confirm who in the group is the responsible party and the meeting dates for the next four month period.** Reservations will be accepted on a first-come/first-served basis.

Use of the library's meeting room does not imply endorsement of the event or its sponsorship by the library. Furthermore, no announcement, press release, flyer or other promotional endeavor should state or imply endorsement or sponsorship. Such promotional endeavors should clearly state that the library is merely the location of the meeting. Groups may not use the library's name or address as their own address or headquarters.

Attendance in the meeting room is limited to 60 individuals. All meetings must be open to the public and no attendance or entry fee may be charged.

Refreshments are allowed and there are kitchen facilities available. Catered events are acceptable but arrangements are to be made between the group using the room and the caterers; the library will not serve as a refreshment broker. When a meal is included in the meeting or activity, a fee may be charged by the group to recover expenses, so long as the charge is optional and relates only to the meal and not attendance.

The library has tables and chairs for use. Arrangement of the furniture can not block access to the library shelves during library operating hours. All groups are responsible for setting up these tables and chairs for their own use, and for returning them to storage. The library will not provide storage space for groups using the facilities.

All groups are required to leave the meeting area in a neat, clean, and orderly condition. This is not the responsibility of the library. A vacuum cleaner is available.

Groups are responsible for paying for any breakage, damage to library property, or inordinate amount of cleaning resulting from the use of the meeting room.

Smoking and alcoholic beverages are prohibited.

Failure to comply with this Meeting Room Policy will result in the group being barred from further use of the meeting room.

Adopted by the Board of Trustees	November 17, 2003
Modified by the Director	January 20, 2005
Modifications adopted by the Board of Trustees	January 24, 2005
Modified by the Director	June 11, 2005
Modified by the Board of Trustees	June 20, 2005
Modifications adopted by the Board of Trustees	July 18, 2005