

MEETING ROOM RENTAL PROCEDURES

The Fryeburg Library welcomes public use of its meeting facilities. This Meeting Room Policy establishes guidelines and procedures for use of the Library's meeting facilities. The Library Staff and Library Director are responsible for implementing this policy and for maintaining reservation lists.

The public meeting room is for library and public use. Use of the public meeting room by any group signifies acceptance of the terms of these rental procedures.

The primary purpose of this meeting room is support for library functions, meetings, and programs. The meeting room may, on occasion, be made available for use to members of the public. Organizations not affiliated with the Fryeburg Library may use the meeting room only when all of the following conditions are met:

1. The organization conducting the meeting is not doing so for the immediate or ultimate gain of a for-profit business or agency.
2. The meeting takes place during regular library hours.
3. The meeting will not disrupt the ability of the library to conduct its business in a normal and orderly manner.
4. A resident of the library's jurisdictional area must make the reservation for the meeting room.
5. The meeting room must be left in the same clean, orderly fashion in which the organization found it at the beginning of the meeting.
6. The organization assumes all responsibility for setting up and cleaning up the room.

General Guidelines

The meeting room at the Fryeburg Library is designed to meet general informational, educational, cultural and civic needs including activities such as discussion groups, panels, lectures, conferences, seminars, exhibits, displays, story times, puppet shows and films.

To be eligible to use the meeting room, any group or organization must be nonprofit and should include three or more individuals.

There is no charge for meeting room use.

Use of the Library's meeting room does not constitute library or (city/county) endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsements are not permitted.

Solicitation, admission, or other charges, money-raising activities, and/or sales other than library related are not allowed. Instructional fees and honoraria are permitted.

Library needs may pre-empt any other scheduled event.

Smoking, tobacco, drug use and alcoholic beverages are not allowed.

Reservations

Requests for use of the meeting room may be made in person, by telephone or in writing. Requests will be honored on a first-come, first-served basis.

When making a reservation please provide:

Name of organization

Name, address, and telephone number of the responsible person

Total number of persons expected to attend

Reservations are accepted within each current calendar year (January 1 - December 31).

Notice of cancellation should be made as soon as possible. After 30 minutes, a group may forfeit its reservation if it fails to appear as scheduled.

Groups may not assign their reservations to other groups.

The meeting room may not be reserved for social gatherings such as showers, birthday parties, dances, etc. or for religious services.

The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.

Permission to use the meeting room may be withheld from groups failing to comply with the Meeting Room Policy and from any group that damages the room, carpet, equipment or furniture, or causes a disturbance.

Care and Use of Facilities

Please leave the meeting room as it is found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.

Furniture and /or equipment from the main area of the library may not be brought into the meeting room without permission from library staff.

Personal furniture or equipment may be provided by a group with prior approval. Arrangements for the use of any personal furniture or equipment should be made at scheduling time. In order to ensure easy removal of equipment after the

meeting, the Library Director and Library Staff should be notified when the equipment is brought into the building.

Any function which creates audible disruption to normal library operations will not be tolerated.

Equipment, supplies or personal effects cannot be stored or left in the meeting room before or after use.

Keep all exits unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.

Public entrances are to be used for entrance and exit from the building and for all deliveries.

Any announcements or notices to publicize an activity should not be posted or distributed without prior approval of the Library Director.

Attendance at meetings will be limited to the seating capacity of the meeting room. (Maximum capacity 18 people). Seating and / or supplementary furniture are not allowed in corridors outside the meeting room.

A small kitchen facility is available. Cleaning supplies are provided. Other supplies for simple refreshments such as cups, plates, napkins, etc. must be provided by the group or organization.

All trash resulting from the serving of refreshments must be removed by the organization.

Questions not covered in this policy should be referred to the Library Director.