

10/16/2012

CHICHESTER TOWN LIBRARY

Who may use the library community meeting room Meeting Area Policy

Organizations may use the library community meeting area at the discretion of the Librarian and /or the Library Trustees.

Application for Use of Library Meeting Area shall be made with the Librarian.

Chichester Town Library Programs will be given priority in scheduling.

Any organization using the library shall be responsible for leaving the premises as found.

Use of the meeting area does not imply that the library endorses or advocates the viewpoints of meeting room users.

The meeting room is available for local, non-profit organizations. It is not available for commercial or private use.

Scheduling of all programs and meetings requires approval of the Librarian and/or Trustees.

Non-profit groups can reserve the meeting room after completing the Application For Use of Library Meeting Room.

Application Guidelines

Application for the use of the meeting area should be made to the Librarian at least one week prior to the event. A tentative reservation may be made by phone. Final confirmation will not be made until a signed form is received.

Use of the area is based on the order in which applications are received.

The Library reserves the right to deny or revoke permission to use the room.

No group or organization using the meeting room will discriminate on the basis of race, creed, color, age, sexual orientation, disability, gender, religion, natural origin or citizenship status in the provision of services.

No admission fee may be charged. All activities in the room must be open to the public.

All publicity must carry the name of the organization sponsoring the meeting. The Library may not be identified as a sponsor.

Youth groups must have an adult sponsor and at least one adult in attendance for every fifteen persons under 18 years of age.

Cancellation of the meeting area reservation should be made at least 24 hours before the scheduled meeting time. Failure to notify may result in the forfeit of future use of the meeting room.

Room Rules

Set-up and clean-up of the meeting area is the group's responsibility.

The removal of trash, except from restroom, is mandatory.

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Fire code regulations limit the number of persons in the meeting area to twenty-five (25)

Light refreshments, excluding alcoholic beverages, may be served.

No smoking is permitted. No candles or open flame.

No program in the library may be broadcast or televised without the permission of the Librarian or Trustees.

Displays and decorations require prior approval of the Librarian.

The use of tacks, nails, post-it notes, or tape on the walls is not permitted.

CHICHESTER TOWN LIBRARY

161 Main Street Chichester, NH 03258

603-798-5613

APPLICATION FOR USE OF LIBRARY MEETING ROOM

(PLEASE PRINT OR TYPE)

Request is hereby made for the use of the library building for a community activity.

Date of Event.....

Time:

From.....To:.....

Name of applicant/organization.....

Address.....

Reserved By.....

Phone No.....E-Mail.....

Type of Organization

Literary.....Educational.....Philanthropic.....

Civic.....Other.....(explain).....

Activities to be conducted and attendance expected.....

I certify that I am an officer of the above named organization; that I have the authority to reserve the meeting space; and that the above statements are true to the best of my knowledge and belief.

I hereby agree that the applicant will be responsible for any damage caused by the applicant to the library premises and furnishings because of the use of said premises by the above applicant, and agree to pay for damages as assessed by the Library Board of Trustees.

I have read and agree to abide by and uphold all rules and policies of the Chichester Town Library governing the use of the library premises.

I also agree to protect, save, and keep the Town of Chichester, the Board of Trustees, the Library Director, and their agents and employees forever free and harmless and indemnified against and from any and all loss, cost, or expense arising out of or from any accident or other occurrence causing injury to any person or property whomsoever or whatsoever as a result of the use of the above premises.

Signature.....

Title.....DATE.....

Print Name.....

Reservation Approved.....Library Director.....