



Public Use of Meeting & Study Rooms

GUIDELINES:

The Howe Library meeting rooms include the Mayer Room, the Murray Room, the Rotary Room and two study rooms.

Use of the three meeting rooms is for non-profit educational, cultural, or civic organizations, or groups of citizens with a particular interest (such as, but not limited to, a book discussion group, a Scrabble club, a knitting group, or a Dungeons & Dragons club) that are **free and open to the public**. The exception is that board meetings for non-profit groups may be held in these rooms even though their meetings are not open to the public. These groups cannot charge attendees, solicit donations or sell items or services.

Tutors being paid for their services may use the two study rooms at a fee of \$5 per hour with a two-hour limit for the use of the rooms. Other income-producing individuals and groups may use the two study rooms at a fee of \$10 per hour with a two-hour limit for use of the rooms.

For-profit organizations, private events (such as birthday parties), and those charging for their services or programs may not use the library's meeting rooms, but may book rooms at the Richard W. Black Community Center at 643-5315.

Applications for use will be accepted a maximum of three months prior to the date requested for the Mayer, Murray and Rotary Rooms. Any long-term space reservation shall be considered but not assured.

So that you are guaranteed your room, we highly recommend booking in advance either online (<http://www.thehowe.org/meetingrooms>) or by phone (*Office Manager, 603-640-3250*). Those not booking in advance are welcome to use a room if it is available.

Permission for groups composed of minors (under 18 years of age) to use the library meeting rooms will be granted only to adults who accept responsibility for supervising them throughout their activity. This guideline does not apply to the use of the study rooms.

Meeting room doors must be left unlocked while the rooms are use so that they are accessible to library staff at all times.

The Library reserves the right to cancel or suspend at its discretion any activity which disregards the library's rules and regulations and/or eject any participant engaging in disruptive, destructive, unruly or illegal behavior/conduct.

Meeting rooms are a library resource and should be left the way they were found, and in a neat and orderly condition. All supplies, food, drinks and trash should be removed by user at the completion of the use of the room. For groups not using the kitchen there is a "pack it in, pack it out" policy. A cleanup fee may be charged for rooms left in a disorderly condition. The individual who completes the registration form will be held responsible for damage.

Library staff are not available to change the room arrangement or provide support services such as carrying equipment or materials into or around the Library, operating audio-visual equipment or making photocopies.

Groups are prohibited from making statements in their advertising or meeting announcements that suggest Library sponsorship or endorsement.

Neither the name nor the address of the Library building may be used as the official address of headquarters of an organization.

Publicly advertised meetings or programs must be open to all.

As per Town Ordinance 32, "it shall be unlawful for any person to Consume, Transport, Carry, or Possess any liquor or alcoholic beverage while within the limits of any way, while on public property, or while on any property owned or leased by the town...". Use of such will result in immediate suspension of violator(s) (October 1988). Anyone suspected of drinking, using drugs or exhibiting behavior considered inappropriate by Library staff will be asked to leave immediately. In addition, as noted by town of Hanover policy, smoking is prohibited as is burning materials or open flames.

FACILITIES:

Mayer Room is a multi-use room with a seating capacity for 82. Maximum capacity without furniture, according to fire safety rules, is 177. Wireless access, public address system, portable easel and piano are available free of charge.

This room may be booked as often as once a month. For organizations of over 50 members, the room may be scheduled for monthly or annual meetings for the entire year.

Murray Room is for meetings of 30 or fewer. Wireless access, a projection screen, and portable easel are available.

This room may be booked as often as once a week for three months maximum.

Hanover Rotary Room is for meetings of fewer than 15. Wireless access is available. This room may be scheduled as often as once a week for 3 months maximum.

Study Rooms are available during library hours. These are primarily available on a first come, first served basis, but may be reserved one week in advance if necessary.

The Kitchen has a stove, microwave, refrigerator and coffee pots and may be used free of charge in conjunction with the Mayer Room or Rotary Room. The kitchen must be reserved in advance.

EQUIPMENT:

The Library requires the registrant to have compatibility instruction at least one week before the event. The registrant must make an appointment and bring in his/her portable laptop for this instruction.

EXCEPTIONS:

The Library Director may occasionally make exceptions to this policy, on a case by case basis.

*Created May 10, 2007 / Reviewed and revised, April 2008, January 2010, January 2013, May 2014.
This document is to be reviewed by the library director every five years.*