

## HULBERT LIBRARY OF THE TOWN OF CONCORD

### RULES FOR USE OF THE MEETING ROOM

The meeting room is to be used primarily for programs conducted or sponsored by the Hulbert Library, and secondarily for programs of established and recognized institutions, groups, and associations with educational, cultural, or civic programs.

#### **All meetings must be open to the public.**

Programs which are planned by the library take precedence over meetings of outside groups. The library reserves the right to pre-empt the use of meeting space for library purposes upon four (4) weeks' notice to the organization which has requested that space.

Reservations are required but not taken more than three (3) months in advance.

No admission fee or required donation may be charged. A sponsor of a meeting or program may request a fee from participants only to the extent that such fee covers the cost of materials furnished to participants. Such charges should not be construed as an admission fee, and attendance may not be limited to those individuals who pay the fee. No portion of any fee shall accrue to the benefit of an organization or individual.

#### **APPLICATION:**

Formal application for the use of the meeting room is made with the Library Director. The individual responsible for a meeting must complete and sign an application form. Reconfirmation of a meeting must be made with the Library Director at least two weeks prior to the meeting. The Library Director must be notified of any cancellations or changes of meeting dates.

#### **GENERAL RULES FOR USE**

1. The meeting room may not be used for religious services, political meetings, sales promotions, social meetings, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Sale of merchandise is strictly forbidden.
2. Except as a designation of location the name of the Library may not be used in any publicity relating to use of the meeting room.
3. The meeting room is available for use only during the Library's normal hours of operation and at no charge. Programs should be planned so that the meeting room will be vacated 15 minutes before closing time.

4. No cooking may be done or food served without the approval of the Library Director. No alcohol may be served at any time. No smoking is permitted.
5. The meeting room must be left in acceptable, clean condition. Tables and chairs should be returned to the positions in which they were found.
6. No games of chance may be played.
7. Meetings must be conducted in such a way as not to disturb library operations.
8. No audio-visual equipment or operators will be provided by the Library.
9. Library personnel will not move or rearrange heavy equipment.
10. The Library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
11. The applicant accepts liability for any damage to library facilities and any loss of library property.
12. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
13. Library personnel must have free access to the meeting room at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance. Failure to comply with the above regulations here stated shall be grounds for denial of future use of the meeting room.

Approved June 4, 2015

Reviewed: March 12, 2020

Reviewed May 9, 2024