

# MEETING ROOM USE

## **LANE MEMORIAL LIBRARY MEETING ROOM INFORMATION**

The Lane Memorial Library recognizes the rights of free speech and free assembly. Permission for a group to use library space does not constitute an endorsement of the group's philosophy or objectives by the library. No group may imply in its publicity that the library has sponsored or supported its meeting or group unless prior WRITTEN permission is given by the Director.

1. Local community organizations may reserve the Wheaton Lane meeting room without charge, if the meeting is open to the public.
2. Private organizations or individuals may rent the library meeting room for a \$35.00 fee for up to four hours. Use of the room beyond four hours requires a \$50 fee. The charging of fees of any kind, sales of any kind, solicitation of funds, or meetings of private associations would necessitate paying a rental fee. Rental fees must be paid at time of application. (Library sponsored activities are exempt from meeting room fees.)  
With the exception of non-profit groups from Hampton, all users of the room must provide a certificate showing one million dollars in liability insurance coverage for the date of the rental.
3. The meeting room is available during library open hours only.
4. The library reserves the right to schedule library programs at any time. Affected organizations will be given as much notice as possible.
5. Meeting Room reservations may be booked through the Head of Adult Services, Assistant Director or the Director. Space available may be checked in advance, but reservations are not definite until payment is made, if necessary.
6. No room may be reserved more than 6 months in advance, unless given permission by the Director. No group may reserve a meeting room more than once at the time of booking, unless given permission by the Director.
7. Meeting space will NOT be allowed for religious services.
8. No private parties are allowed. No smoking is allowed. Light refreshments may be served. No alcoholic beverages are allowed without PRIOR WRITTEN permission of the Board of Trustees.

9. Kitchen use is available, but the area must be left neat and clean and any dishes used washed, dried, and put away. The kitchen area is primarily used by the staff and is not to be used as a meeting area.
10. Each group is responsible for restoration or repair of any damage to the library property that their group has done.
11. Youth groups must have an adult sponsor, and one adult in attendance for every ten young people.
12. Meeting room furniture must be set up and put away by the meeting organization, including the wheelchair ramp into the Dorothy Little Room. If tables are used for crafts, they must be COVERED. Failure to restore a room to its original condition, or clean off tables or chairs may result in the cancelling of a group's meeting room reservations.
13. Organizations are asked to have their attendees park in the town lot on the other side of Academy Avenue.
14. Cancellation of a room reservation must be made at least 24 hours before the meeting date. The organization is responsible for notifying its potential attendees of the cancellation. Groups cancelling with less than 24 hour notice or without notice will result in any fees paid being forfeited.
15. In case of inclement weather, the library may close early or not open at all. If the library closes early, any scheduled meeting's sponsor will be notified by phone as soon as the decision is made. For all closings, the library will notify local radio stations. It is the responsibility of the meeting organizer to relay this information to their members. Paid fees will be credited to future meetings.
16. While the library encourages use by all age groups, the library does not serve as a babysitting agency and meeting space may not be reserved for simple play groups. Parents or guardians attending a meeting may not leave children aged six and under unattended in the main library or Children's Room. Any older children left there who are in any way disruptive or uncooperative will be asked to rejoin the parent or guardian.
17. Failure to comply with meeting room rules will result in the cancellation of a group's right to reserve a room.

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