



31 Mount St. Mary's Way  
Hooksett, NH 03106  
[www.HooksettLibrary.org](http://www.HooksettLibrary.org)

## Hooksett Library Meeting Room Use Policy

*The meeting rooms in the Library are intended for library programming and for public gatherings of a civic, cultural, educational or recreational nature.*

### General Overview:

- A. The public meeting rooms and spaces at the Hooksett Library provide public space for use / rental by individuals, groups and organizations.
- B. Town organizations will not be charged any use fee. All other groups may be charged a fee as set forth herein.
- C. The fact that a group is permitted to meet at the Library does not constitute an endorsement of the group's policies or beliefs by the Hooksett Library or Board of Trustees.
- D. Room reservations may only be made by Hooksett Library cardholders. The cardholder reserving the room shall be present and responsible for the use and condition of the room.
- E. A non-cardholder may reserve the NH Room as a study room once per week to work independently or to meet privately with one other individual.
- F. The use and scheduling decisions of the Library Director or designee shall be final.

### Available Public Spaces:

The Library contains the following rooms that are available for use/rental both during and after normal Library hours of operation:

- Hebert Room – Seating capacity of approximately 50 chairs
- Village Depot – Seating capacity of approximately 100 chairs
- Prescott Room – Seats 6 with tables and chairs (*as needed*)
- New Hampshire Room – Seats 8 with table and chairs
- Riverside Room – Seats 8 with table and chairs

Due to limited parking, meeting room use shall be limited to a capacity of 60 attendees for non-library sponsored meetings.

## **Using the Room:**

- A. The Library Director or designee has the authority to terminate any event at his/her sole discretion.
- B. The Hooksett Library cardholder who places the room reservation is expected to be present for the entirety of the meeting and is responsible for following room use guidelines. This role is not transferable.
- C. All activities must be confined to the meeting room. Approaching library customers for the purpose of encouraging participation in the group's activities is prohibited. Fliers, brochures or other printed information should remain in the meeting room.
- D. Each group is responsible for set-up and break-down for its event in the meeting room itself and is required to leave the space in a neat and orderly condition.
- E. No tobacco products, explosives or firearms and weapons of any type or form are permitted to be used in or on any part of the Library property.
- F. Smoking or other fire hazardous materials such as candles, matches, (Sterno) cooking fuel or incense are not permitted on the premises.
- G. Alcohol is not permitted on the premises.
- H. The kitchen is intended to provide a space equipped to execute the final stages of food service. The facility is not intended or designed to prepare food from scratch. There is a cooktop and oven for warming, microwave, a hand sink, a refrigerator and counter space.
- I. All decorations should be freestanding. Directional signs and decorations can be placed on designated surfaces. Materials are not to be attached to walls as it damages the paint.
- J. All trash shall be properly bagged and placed in the trash bin near the exit of the building.
- K. If additional audiovisual or technology equipment is used, it must be returned 15 minutes prior to the close of the library.
- L. No group will imply in its advertising or during the meeting that the Library has sponsored or supports its meeting, group or presentation.
- M. First priority for bookings of the meeting rooms will be reserved for Hooksett Library programs or programs co-sponsored by the Library.
- N. Failure to abide by the rules of the Library, other misuse of a meeting room, or the repeated failure to utilize a reserved room without first giving 24 hours prior notice to the

Library, will result in a group being denied use of the Library meeting rooms for one year. In the case of an infraction, the library will issue a written warning to the group prior to denial of use.

- O. Parents or guardians attending a meeting may not leave children under the age of eight 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.

### **Reservation of Meeting Rooms**

- A. In order to serve the needs of the many groups in Hooksett, limits are placed on the use of the meeting rooms. No group or organization may reserve a room more than 90 days in advance or more than five times in one month, unless granted permission by the Director.
  - a. Exceptions shall be Hooksett community organizations for whom the Library is their home meeting location: Hooksett Garden Club, Hooksett Historical Society, Hooksettites, Hooksett Lions Club, Hooksett Heritage Commission which shall have an advanced registration period of no more than 180 days.
- B. The Library reserves the right to reclaim the use of the meeting room for library programming with a minimum of two months' notice to the reserving group whenever possible.
- C. An adult representative for each group using the Library must be designated as the person responsible for coordinating the meeting or program and for assuring that the program ends at the designated time.
- D. The individual reserving the room for use shall read and sign the Meeting Room Agreement Form prior to use of the room. The individual reserving the room shall be responsible for recording the number of attendees utilizing the room.
- E. The Library assumes no responsibility for the safety of any private property brought onto the premises, nor for injury to any persons attending the meeting. Any damage to library property resulting from a meeting or program will be the responsibility of the organization using the Library.
- F. The Library reserves the right to relocate a group to the room most suited for its size and function.

### **Hours of Use**

- A. The meeting rooms are available for use during the Library's normal operating hours. Reservation times include setup and breakdown time. Exceptions may be granted for use of the room past closing time. Those requesting after-hours use shall be responsible for

setting the security alarm for the lower half of the library. Requests for after hours use must be made with 48 hours advance notice.

- B. Unless the confirmed reservation includes provision for after-hours use of the meeting room, all members of the group must exit the Library by closing time.
- C. All after-hours use of meeting rooms shall end 2 hours after the Library has closed.
- D. Groups may reserve the Library for a meeting before the Library opens starting at 7:00am on Tuesday, Wednesday and Thursday.
  - a. There is a \$25 fee per meeting.
  - b. Requests must be made a minimum of 48 hours in advance.
  - c. Requests should be submitted directly to Library staff at [hplbooks@hooksettlibrary.org](mailto:hplbooks@hooksettlibrary.org).
  - d. The group's contact person will be given access to the building, and this access is non-transferable.
- E. Meeting rooms are not available on Saturdays after the Library closes, Sundays, or holidays.

### **Fees for Use**

- A. Non-profit, civic, cultural, governmental and educational organizations may use the Hooksett Library meeting spaces free of charge for meetings or programs.
- B. Town of Hooksett governmental groups and boards may use the Library meeting spaces free of charge.
- C. Hooksett residents wishing to host private events such as birthday parties, bridal or baby showers may use the Hooksett Library meeting rooms at a rate of \$100 for the first two hours with \$25/hour for each hour following. A minimum of two hours is required for private rental. The library shall limit the number of private events to two per month.
- D. A \$25 fee applies for groups using a meeting room before Library open hours.

*Hooksett Library Meeting Room Use Policy, Adopted 03/15/2011. Updates: 06/2016, 09/2016, 07/2017, 08/2021, 08/2022, 11/2022, **December 12, 2022.***