



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.*

The Library welcomes use of its meeting rooms by individuals, organizations, and businesses (collectively referred to as group(s) or organization(s)) who agree to observe the rules and whose activities inside the rooms will not adversely affect normal Library operations.

All users must abide by Library and meeting room policies. Meeting room activities may not discriminate on race, color, national origin, sex, religion, age, disability, or other class protected by law.

### 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. 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.**
- C. 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.
- D. Town organizations will not be charged any use fee. All other groups may be charged a fee as set forth herein.
- E. 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.
- F. The use and scheduling decisions of the Library Director or designee shall be final.

### Guidelines:

- A. The Hooksett Library cardholder who submits 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.

- B. No group will imply in its advertising or during the meeting that the Library has sponsored or supports its meeting, group or presentation. All publicity for non-Library events must adhere to the following conditions:
1. Carry this statement: “The Library and the Library Board of Trustees do not promote or endorse the views of the program sponsors, program content or presenters.”
  2. Must carry the name and contact information of the sponsoring entity.
  3. Must not use the Library’s phone number or contact information as the official contact for the sponsoring entity.
  4. May not use the Hooksett Library logo or images without express permission.
  5. Publicity on Library property is limited to designated areas and as space allows. All meeting room activity (including tables, banners, persons, etc.) must be contained within the meeting room.
  6. The Library reserves the right to attend any events and meetings held in its facilities (except lawful executive sessions of government bodies) to verify that no illegal or impermissible activities are taking place on the Library’s premises and to ensure that Library policies are being followed.
- C. Gatherings that pertain to internal Hooksett Library, municipal, county or state government activities may not always be open to the public but will abide by NH RSA 91-A: Access to Governmental Records And Meetings when applicable. All other gatherings will be open to the public. Disruption of meetings is prohibited and may be subject to law enforcement penalties as well as Library policy restrictions.
- D. The library makes its meeting rooms available for use by other governmental agencies, or their contractors, when possible. Agencies holding meetings open only to their own staff may be approved to use the meeting rooms, subject to availability.
- E. First priority for bookings of the meeting rooms will be reserved for Hooksett Library programs or programs co-sponsored by the Library.
- F. The Library encourages all meeting room users to act with civility, respect, compassion, empathy, and inclusiveness.
- G. The meeting rooms are not available for fundraising programs, except by the Library or the Friends of the Hooksett Library.
- a. There will be no sales of products or services or collection of admission fees.
  - b. The Library reserves the right to allow the sale of products by any entity presenting a program sponsored by or in cooperation with the Library.

## **Using the Room:**

- A. 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. Flyers, brochures or other printed information should remain in the meeting room and be removed thereafter.
- B. 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.
- C. 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.
- D. Smoking or other fire hazardous materials such as candles, matches, (Sterno) cooking fuel or incense are not permitted on the premises.
- E. Alcohol is not permitted on the premises.
- F. 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. The kitchen is equipped with a cooktop range with an oven for warming foods, a microwave, a hand sink, a coffee station, a refrigerator, and countertop space. Post event cleanup of the used equipment and space is expected.
- G. 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.
- H. All trash shall be disposed of in the provided trash receptacles and any recyclables are to be placed in the marked recycling bins available in each room.
- I. If additional audiovisual or technology equipment is used, it must be returned 15 minutes prior to the close of the library.
- J. 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.
- K. 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 unattended, who are disruptive or uncooperative, will be asked to rejoin the parent or guardian during the balance of their visit.

## **Reservation of Meeting Rooms**

- A. To allow equitable use for all members of the community, 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.
- B. First priority for bookings of the meeting rooms will be reserved for Hooksett Library programs or programs co-sponsored by the Library.
- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. The Library reserves the right to relocate a group to the room most suited for its size and function.

### **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.

### **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@hooksetlibrary.org](mailto:hplbooks@hooksetlibrary.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.

### **Private Event Rental**

- A. 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.

*Hooksett Library Meeting Room Use Policy, Adopted 03/15/2011. Updates: 06/2016, 09/2016, 07/2017, 08/2021, 08/2022, 11/2022, 12/2022, **Amended 4/11/23.***