

Meeting Room Policy

1. Application for the use of the Meeting Room/s, Craft Room, and Study A must be made in person only. First time applicants must be approved by the Library Director. Renewals must be approved by the Director. A copy of the Meeting Room Regulations will be furnished to all applicants. A copy of the approved application will serve as confirmation and should be reviewed carefully. The Library is not responsible for booking errors made by the applicant.
2. Meeting Room/s and Craft Room reservations are made in the Children's Room. Reservations for Study A are made in Adult Services.
3. Library programs will be given priority in the reservation of rooms. All other reservations will be on a first come, first served basis. In the event the Library needs a Meeting Room for its own use at a time normally reserved for another organization, the organization shall be notified of cancellation not later than its meeting immediately preceding the affected date.
4. All applications for room use will be reviewed annually by the Library Director.
5. The Library must be notified as soon as possible if the room reservation is canceled.
6. No smoking is permitted anywhere in the Library.
7. Alcoholic beverages are not permitted.
8. Persons using the Meeting Rooms are subject to all rules and regulations of the Library. Programs may not disrupt normal Library business. Attendees must supervise children inside and outside the Library.
9. If the Library is forced to close due to storms or other extraordinary circumstances, an announcement to that effect will be made on WERZ. It is each organization's responsibility to notify participants. The Library is not responsible for any cost or inconvenience incurred by any organization as a result of such closing.
10. The Library is not responsible for personal articles. Any damage to Library property, accidental or otherwise, is the responsibility of the organization using the room.
11. Occupancy of the room according to the Fire Marshall's safety limit is one hundred (100) people for the full Meeting Room; twelve (12) people in Study A; and twenty five (25) for the Craft Room. The Library reserves the right to limit occupancy further.
12. The Board of Trustees reserves the right to revoke Meeting Room privileges at any time and to change or amend the provisions of this policy.

9. Meeting Room Policy, p.2

The following rules govern the use of the Meeting Room/s and the Craft Room on the lower level of the library.

1. The Meeting Room/s and Craft Room are available only to non-profit, educational, cultural, civic, intellectual and charitable organizations. Meetings and programs must be free and open to the public. Voluntary donations may be solicited.
2. All users must provide liability insurance. All users will be required to post a bond to protect the Library from damage arising from and caused by said users.
3. The Library recognizes the rights of free speech and free assembly. Granting of permission to use Library facilities does not constitute an endorsement by the Library staff or the Board of Trustees of the users or their beliefs. No group will imply in its advertising that the Library has sponsored or supported its meeting or group, unless written permission is given by the Library Director. Materials, leaflets, or posters may be displayed only on the bulletin boards inside the Meeting Room/s, one half-hour prior to, during, and one half hour after, the meeting.
4. Profit-making companies or individuals are not allowed to reserve Library Meeting Room/s or the Craft Room. However, such groups may be contracted by the Library to present a Library-sponsored, informational program. In such cases, the company must offer its information in an educational presentation. No brand names or company services may be promoted.
5. The Meeting Room/s may be reserved for a single use up to six months in advance. A single use is defined as one program/meeting or a series of several interdependent sessions. A room may be reserved for long-term, ongoing meetings of up to twelve (12) months, within the period of September 1 – August 31. All groups using the Meeting Room on an ongoing basis must reapply annually after July 1 for the September to August period. All applicants will be considered on a first come, first served basis. Groups failing to file a renewal application by September 1 will be denied use of the facilities until application has been made and signed by the Library Director.
6. The Meeting Room/s may be booked more than six (6) months in advance at the discretion of the Library Director.
7. A fee for custodial services per hour or part of the hour will be set annually by the Board of Trustees. This fee will be assessed to any group using the Meeting Room outside of normal Library hours. The fee is payable on or before the date of use and will not be refunded if the room is vacated before closing time. Any group that stays beyond the time paid for will be billed an additional per hour fee for each hour or part of an hour.
8. Only light refreshments may be served.
9. The Library reserves the right, based on the size and needs of the group, to assign or reassign a meeting place.

9. Meeting Room Policy, p.3

These rules govern the use of Study A

1. The purpose and the mission of the Study Room is to provide a space for tutors from the Exeter Adult Education Program to provide learner services to those enrolled in their programs. This room can also be used for library-sponsored programs.
2. This room cannot be used by any profit-making businesses.
3. Study A may be used for free tutoring or individual study by one to eight people if no EAE tutors need the room. However, if a tutor from EAE needs the room, then these others will be asked to leave.