

## PORTSMOUTH PUBLIC LIBRARY

### MEETING ROOM APPLICATION

#### PURPOSE:

The purpose of the policy is to provide at no charge to non-profit organizations of a cultural, civic or educational nature a space such as the Portsmouth Public Library Meeting Room or Board Room. Permitted uses are limited to those events that are in the judgment of the librarian that will not disturb or otherwise interfere with regular library activities. They are not available for commercial promotion of an individual business or merchant soliciting. Receptions, rallies, parties, campaigning, petitioning, pamphleteering or partisan political activity of any kind, and worship services are specifically prohibited.

#### AVAILABILITY

The Portsmouth Public Library System provides meeting areas in the following facilities:

Library Location	Seating capacity
Main Library - Board Room	14
Main Library - Meeting Room	30
Churchland Branch Meeting Room	110
Conference Room	12
3 Study Rooms	4
Cradock Branch	10
Manor Branch	20

Rooms are available during the libraries' normal hours of operation.

#### GENERAL GUIDELINES:

- Library sponsored programs and activities will receive first priority.
- Space will be assigned on a first come/first served basis.
- All applications must be signed by a representative of the organization with actual authority to bind the organization. The representative must have a valid Portsmouth Public Library card in good standing.
- Confirmation of meeting room use will be based upon the availability of the desired space, after review of the reservation schedule by library staff.
- All programs/meetings *must be free and open to the public*, and must not disrupt the use of the library system for others.
- Programs/meetings are expected to be maintained in an orderly manner.

- Library insurance does not cover private property that is used, demonstrated or exhibited on the library premises. Neither the library nor the city assume responsibility for materials, equipment or other articles left by an organization, group, or individual in the library and will not be liable for the loss, theft or damage thereto.
- For safety and security reasons, children must be supervised and are not permitted in the Children's Department (Main Library only) after it has closed.
- Persons/Groups using the facilities must comply with the library system rules of conduct and to all applicable local, state and federal laws. Failure to abide by the library system's rules and regulations or abuse of the facility will result in the revocation of the organization's meeting room privileges.
- Meeting rooms may be reserved no more than 12 months in advance.
- Groups reserving the Main Library Meeting Room may be moved to the Board Room (if available) when participation is below the expected attendance.
- Room occupancy shall be limited to the room's capacity as determined by the Fire Marshal.

## **RULES AND REGULATIONS**

- The meeting room shall be reserved by filling out an application in person.
- The group representative must sign in at the Lending desk when accepting the room for use.
- The library's name, address, nor telephone number may not be used as the official address or headquarters of an organization.
- The contact person listed on the application will be referred to persons inquiring about the meeting.
- Groups composed primarily of young persons (17 years or younger) must have a responsible adult present.
- Groups must conclude meeting and leave the meeting room 10 minutes prior to library closing. The person in charge of the meeting will notify the library staff that the meeting room is vacated.
- Smoking, eating, drinking, are prohibited. *Exception: at the Churchland Branch eating and drinks are allowed in Meeting Room and a light snack in the Conference Room and the Meeting Room has an attached kitchen.* No attendee may possess illegal drugs, firearms or weapons. The group or organization is responsible for providing supplies, special furniture and equipment, including audio/visual if needed.
- The library staff may not be employed to move or carry private property.
- The library cannot provide storage areas for groups.
- Furniture moved or used by the group or organization must be returned to their original arrangement at the end of the meeting.
- A fee will be charged to users for repair of damage to facilities or for special cleaning as determined by the Library Director/Manager/Designee. The city of Portsmouth will be the sole determiner of who performs the repairs on city property.
- **Unauthorized use of supplies, destruction of library property, or failure to put back furniture or equipment will result in a minimum fee of \$20.00. Willful or malicious damage to City property may also result in criminal prosecution punishable by a**

**fine of up to \$2,500.00 and/or up to 12 months in jail. As provided in the Portsmouth City Code Sec. 24-317 and 24-318.**

- *The Library Director may determine that security services are required during a proposed use of the meeting room. If so determined, the registrant agrees to pay for any security services associated with use of Library facilities deemed necessary by the Director. The Library will contract for security services and bill the registrant for the security services. The registrant must pay the Library in full. In addition, if it is determined that security is necessary; the registrant will provide a certificate of comprehensive general liability insurance, including contractual liability insurance, in the amount of \$1,000,000 with the Portsmouth Public Library and the Portsmouth Public Library Board of Trustees named as additional insureds. Both the payment and the certificate must be delivered to the Library Director no later than two weeks prior to the proposed use. In the event those requirements are not met, the use of the room shall be deemed cancelled.*
- The Organization should notify the library of meeting cancellation. An organization's future reservations will be removed from the schedule if three meetings are cancelled without notice to the library.
- In the event of an emergency closing every effort will be made by the library staff to notify the contact person listed on the application.

Revised and approved by the Portsmouth Public Library Board, March 11, 2004.