**Meeting Room Policy**

Meeting room facilities at the New Hampton Public Library are available at no charge during regular library hours to any educational, cultural, or not for profit organization. No charge may be made for admission nor may any sales take place without the expressed approval of the library board.

If a group wishes to use the meeting room outside of regular library hours, the person in charge must arrange for a key.

Use of library space in no way implies endorsement by the library board, staff, or the City of New Hampton of ideas expressed in the meetings or of the opinions and goals of the organizations using the facilities. The New Hampton Public Library, the City of New Hampton, and their staff and officials are not responsible for accidents, injury, or loss of individual property of persons using the meeting room.

RESERVATION PROCEDURES AND REGULATIONS

1. Regular library programs and library-sponsored events have priority for use of the facility. The library director reserves the right to cancel any reservation due to scheduling conflicts or unforeseen building circumstances.

2. Reservations may be made by telephone. If a group wishes to use the room without a prior reservation, the person in charge must check in at the front desk to confirm availability. (i.e., tutors or an impromptu study group)

3. If the meeting is used outside of library service hours the person in charge will be responsible for checking the bathrooms, turning off lights, locking the door and returning the key.

4. Attendance at meetings is limited to 30 persons.

5. Smoking is not permitted. No alcohol or illegal substances may be possessed or consumed on library property.

6. Picture rails may be used for display purposes. Tape, tacks, etc. are prohibited on painted walls.

7. The library cannot store materials for groups. No supplies or equipment are provided by the library beyond those specified on the reservation form. Pencils, paper, food, and other supplies must be supplied by the organization.

8. Children's groups must be supervised by an adult sponsor. Children who accompany parents to meetings should not be allowed to disrupt library functions or other patrons. If left alone in the main library, they may be violating the unattended children policy.

9. The kitchenette is available for serving light refreshments. The kitchenette, as well as the meeting room, must be returned to its normal set-up and condition immediately after the meeting is completed. All leftover food, coffee grounds, and other waste shall be placed in the trash bag in the kitchenette. The library reserves the right to assess a cleaning or labor charge if necessary.

10. Groups accept responsibility for the repair of damages to the facility or equipment and replacement of missing items.

11. The library reserves the right to limit use by any one organization to encourage the broadest possible use of the room. Reservations may not be made more than 2 months in advance for regular monthly meetings.

\*Updated October 2018

**In-House Audiovisual Use**

Patrons may request to use the audio/visual equipment in the library meeting room either in conjunction with a meeting or as an individual.

The New Hampton Public Library has available a multi-media projector for use. The public, other city entities, and organizations may request to use it for meetings and make arrangements with the director.

*\*Updated October 2019*