

Request for Usage of Meeting Room Policy

Forms will be available to the public by asking a library staff member and/or by public display in the Library. Once the form has been completed, it may be sent or given to the Library Director.

Meeting Space Policy

I. General Guidelines

The Sanbornton Public Library (“Library”) makes its meeting spaces available for use free of charge by Sanbornton residents and property-owners and local non-profit groups for civic, cultural, informational and educational purposes. By providing a limited public forum the Library seeks to further the mission and goals of the Library and not to provide an open forum for all expressive activity.

The Library Board of Trustees subscribes to Article IV of the Library Bill of Rights, which states that facilities should be made available to the public served by the Library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Permission to use Library meeting spaces does not constitute endorsement by the Library or its Board of Trustees of the beliefs, policies, goals or activities of any group or individual. This also applies to events which are organized or sponsored by the Library.

All activity in the meeting spaces shall comply with established Library policies, including, but not limited to, the Programming, Exhibit, and Bulletin Board Policies.

II. Priorities

Priority when booking spaces will be given as follows:

1. Library-sponsored programs;
2. Sanbornton-based groups, including local government boards and committees;
3. Lakes Region-based groups;
4. Other groups that can show a substantial connection to the Sanbornton community through their stated mission, service area or membership;
5. All other groups.

The meeting spaces are available on a first-come, first-served basis. However, the Library reserves the right to change meeting rooms or cancel use of meeting rooms by an outside organization if the Director determines the space is needed for Library purposes, or if a group has met in the Library more than six times in the previous twelve months and further use would unfairly restrict use by other organizations

or individuals. Affected organizations will be given as much notice as possible and an opportunity to re-schedule.

III. Prohibited Uses

Library meeting spaces cannot be used for the following purposes:

1. The sale, promotion, endorsement or advertisement, whether directly or indirectly, of a commercial product or service. See the [Fundraising and Sales Policy](#) for exceptions.
2. Meeting sponsors may not require sign-in of attendees or initiate unsolicited contact with attendees
3. Employee recruitment or training
4. Gambling activities
5. Religious services
6. Activities proscribed by local ordinance or state/federal law

IV. Meeting Space Access

1. Most meetings take place in the Woodman Academy room in the west wing of the second floor. The Big Room and the History Room upstairs may be used with the permission of the Director.
2. Meeting spaces are available only during the Library's normal operating hours, except by permission of the Director.
3. Only the room reserved will be used and all activities and materials must be contained within the room.
4. Groups using the meeting spaces are requested to end programs at least 15 minutes prior to the Library's closing time.
5. Non-Library sponsored meetings must be open to the public at large and may not be restricted to the membership of the sponsoring organization or to a limited list of invited attendees.
6. Groups may not charge admission or request donations for attendance or participation. Exceptions may be made for special events sponsored by the Library, for a materials recovery fee, or with the permission of the Director.

V. Fees, Insurance & Liability

1. Use of the meeting spaces during regular Library hours is free of charge for Sanbornton residents and Sanbornton-based groups and organizations. The Library welcomes and appreciates monetary donations for the use of its spaces.
2. A service charge may be required for after-hours use or for groups not located in Sanbornton. The rental fee for up to 4 hours is \$40 fee. Use beyond 4 hours requires a \$60 fee.
3. Any rental fees due must be paid before use of the room. Checks should be made payable to Sanbornton Public Library.
4. If, on the advice of law enforcement officials and based on the group's or individual's past use of public spaces, the Director determines that use of the building presents special risks to property or to individuals, a special event liability policy for \$1,000,000 naming the Library as an additional insured for the date(s) of use will be required.

5. Custodian services will be charged at \$25 per hour if the condition of the meeting space does not meet the standards outlined in the Meeting Space Application form.
6. The organization or person reserving the meeting space is responsible for and will pay for any and all damages to Library property and equipment.
7. The Library's insurance does not cover materials or equipment brought into the Library. The Library provides no supervision of private property and assumes no responsibility for lost items.

VI. Application Process and Reservations

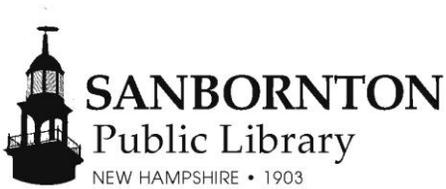
1. All those who wish to use the meeting spaces must complete a Meeting Space Application form.
2. The person(s) scheduling the meeting space must be at least 18 years old.
3. Meeting spaces may not be booked more than six months in advance, or more than twelve times in a calendar year, unless granted permission by the Director.
4. The booking is not final until the Meeting Space Application form has been approved by the Director and no use of Library spaces will be allowed before the form has been signed by both the Director and the group's representative.
5. Applications that are denied by the Director may be appealed in writing to the Board of Trustees.
6. Audiovisual equipment, computers and other items may be available for use. Requests for equipment must be made at the time of application.
7. The Library should be notified of meeting cancellations as soon as possible. Failure to notify the Library of cancellations in a timely fashion may result in loss of meeting space privileges.
8. In the event of an emergency closing, all reservations are canceled. Library staff will attempt to inform the meeting organizer of the closing. It is the responsibility of the meeting organizer to relay this information to their members. Attendees may also call the Library to hear a recorded message announcing an unexpected closing. Any paid fees will be returned or credited to future meetings.
9. The Library will not handle attendee registration.

VII. Publicity

1. Individuals and organizations reserving use of the Library's meeting space facilities are responsible for their own publicity.
2. Any publicity must include the following statement, "This event is free and open to the public", and may not state or imply that the Library has sponsored or supported the meeting or group.
3. The Library is not to be included as a source for further information about the meeting. Neither the name nor the address of the Library may be used as the headquarters or the address of the organization.
4. The Director must approve any press releases, advertisements or announcements about meetings before publication or posting.

VIII. Non-Compliance

Disregard for Library policies or misrepresentation on the application may result in rejection of future applications. In the event of severe misconduct, Library staff may immediately terminate an event/



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meeting and clear the premises. Reinstatement of meeting space privileges can be granted only by action of the Library Board of Trustees.

This policy is not all-inclusive. Provisions of this policy may be waived or amended under special conditions only by approval of the Library Director or his/ her designee. Decisions by the Director may be appealed by written application directed to the Library Board of Trustees.

A copy of the request for the meeting room will be filed in a folder on the front desk for reference and kept for a period of no less than 6 months.

Sanbornton Public Library Meeting Room Policy; Revised 7/19/2022; Reviewed 12/16/2025.

