

Rochester Public Library Meeting Rooms Policy

During the Rochester Public Library's normal hours of operation, two meeting rooms are available for use by non-profit groups for public meetings and programs of a non-commercial nature.

The Community Room has a capacity of 61 people.
The Rose Room has a capacity of 12 people.

Rochester Public Library has first priority for use of the rooms.

All reservations must be for non-profit purposes and are approved at the discretion of the Library.

Rooms are made available on an equitable basis, regardless of the beliefs or affiliations of the individuals requesting their use.

An adult of 18 years of age must be present at all times when the rooms are being used by children under 18 years of age.

All meetings shall be free of charge; contributions may NOT be solicited.

When the Library Director determines that the proposed use of the meeting room(s) will require additional security or police presence, the booking organization shall be responsible for pre-paying all of the expense. The decision of the Library Director may be appealed by submitting a written letter to the Board of Library Trustees, Rochester Public Library, 65 South Main Street, Rochester NH 03867.

Reservations may be made by completing a Meeting Room Reservation and Contact Information Form and submitting it at the Main Desk for approval. This must be done at least one week in advance, but no earlier than four months prior to the first meeting date. **Reservation Forms are valid for one year.**

Requests will usually be either confirmed or denied within 2 business days.

ALL groups must reapply annually by completing a new Meeting Room Reservation and Contact Information Form.

No more than six advance reservations may be made between January and December of the same year by any one group.

Groups requesting to meet more than six times between January and December must do so within thirty days of the date being requested.

No organization or individual may reserve a meeting room more than twice a month.

The Library reserves the right to move meeting locations as necessary.

The Library reserves the right to revoke meeting room privileges at any time.

Meeting rooms, even when scheduled in advance, will not be available when the Library building is closed due to emergency conditions or inclement weather.

When not in use, the Rose Room may be used by individuals on a walk-in basis, with a limit of one hour per day. These users must sign in at either the Reference Desk or the Main Desk.

Rules of Use

Groups are prohibited from making statements in their publicity or signage that suggest Library sponsorship or endorsement.

With the exception of the Friends of the Library, no group may use the Library's address as its official address.

Meetings may begin no earlier than 9:30AM; set-up is not allowed before Library opens. Meetings should conclude 30 minutes before closing: by 8:00PM, Monday through Thursday; by 4:30 on Friday, and by 3:30 on Saturday.

Each group is responsible for setting up the room, for returning furniture to its original place, for clean-up and removal of trash from the Library, completely vacating the room 15 minutes prior to closing. Light refreshments are permitted.

On the day of the meeting each group is encouraged to hang signs on both outside doors as well as on the door of room, listing event, date, time and specific room in which the event will be held. This is so those attending the meeting/event may easily find the room.

The person who signs the Reservation Form assumes responsibility for any personal injury or property damage resulting from their use of the room, and for payment of any resulting claims.

The person who signs the Reservation Form is the only person who may make a reservation for the group.

A group or individual that fails to comply with these regulations may be denied further use of the meeting rooms.

The Library reserves the right to alter these rules as deemed necessary by the Board of Trustees.

If the fire alarm is activated or Library staff asks your group to evacuate the room and building for any reason, you are required to comply.

Adopted by the Rochester Public Library Board of Trustees, 4/1/2007
Rev. 11/21/2017

MEETING ROOM RESERVATION AND
CONTACT INFORMATION FORM

ROCHESTER PUBLIC LIBRARY
65 South Main St.
Rochester, NH 03867

Phone (603) 335-7550

Fax (603) 335-7582

Hours of operation & directions to library can be found online: www.rpl.lib.nh.us

No meeting can begin earlier than 9:30 or be scheduled for 30 minutes prior to closing.

Name of
Group _____

Responsible
Person _____

Address

Home Phone _____ Work Phone _____

Nature of
Event _____

Dates (6 maximum): only 4 months in advance.

Jan _____ Feb _____ Mar _____ Apr _____

May _____ June _____ Jul _____ Aug _____

Sep _____ Oct _____ Nov _____ Dec _____

Time of event _____

Set-up begins (not before 9AM) _____

Clean-up ends (not after 8PM) _____

Number of People _____

By signing this, I acknowledge the rules of use for the Rochester Public Library Meeting Rooms and I agree to the condition that all meetings shall be free and open to the public.

Signature of Responsible
Adult: _____ Date _____

Booking confirmed by _____ Date _____
(Library staff signature)

Expiration Date of This Form (one year from sign up date) _____