

Rochester Public Library Meeting Rooms Policy

The Rochester Public Library offers meeting rooms for use by non-profit groups for public meetings and programs of a non-commercial nature. Rooms are made available on an equitable basis, regardless of the beliefs or affiliations of the individuals requesting their use. All meetings must be free of charge to attendees, and contributions may not be solicited.

- Community Room
- Rose Room
- Story Time Room

Use/reservations of meeting rooms are approved at the discretion of the Library.

General Meeting Room Guidelines and Rules of Use:

For meeting room reservation information, please see the section below “Specific Meeting Room Guidelines”.

All requests will be processed in a timely manner, and last-minute requests will be accommodated when possible.

Meetings may begin no earlier than 9:15am; set-up is not allowed before the Library opens to the public. Meetings must conclude 30 minutes before the Library closes, and rooms should be completely vacated 15 minutes before the Library closes.

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

All activity in the meeting rooms shall comply with established Library policies.

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

Groups may not use the Library’s address as their official address.

On the day of the meeting, each group is encouraged to hang signs so those attending the meeting/event may easily find the room.

Each group is responsible for setting up the room, cleaning up after themselves, and returning furniture to its original place. For information about food and beverages, see guidelines for specific room use. The delivery of food is not allowed.

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.

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 impose reasonable and actual administrative costs on the user, including but not limited to necessary security, clean-up, and traffic management costs so that same are not borne by the Library and taxpayers. This decision may be appealed by submitting a written letter to the Board of Library Trustees, Rochester Public Library, 65 South Main Street, Rochester NH 03867.

Specific Meeting Room Rules of Use and Reservation Procedure:

Community Room:

The Community Room is available for use by groups of up to 60 people. Meetings must meet the general guidelines as previously stated.

- Reservations may be made by completing a Meeting Room Reservation form and submitting it at the Non-Fiction Service Desk on the Second Floor.
- Contact information must be updated annually.
- A person must be 18 years or older in order to reserve a meeting room.
- An adult (18 years or older) must be present at all times if children under 10 are in attendance.
- 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.
- Groups may request up to six advance reservations per calendar year. Meeting rooms may not be reserved more than twice a month per group or individual.
- Light refreshments (sandwiches, snacks, beverages, etc.) are allowed. The delivery of food is not allowed.

Rose Room:

The Rose Room is available for use by up to 12 people for small meetings, tutoring and quiet study.

- Reservations may be made by completing a Meeting Room Reservation form and submitting it at the Non-Fiction Service Desk on the Second Floor.
- The Rose Room may be used by individuals on a walk-in basis by checking in at the Non-Fiction Service Desk (or the Main Floor Service Desk if the Non-Fiction

Desk is unstaffed). Walk in use is limited to two hours per day.

- If a group is more than 15 minutes late for their reservation without notification, the room will be made available for others.
- Contact information must be updated annually.
- A person must be 18 years or older in order to reserve a meeting room.
- An adult (18 years or older) must be present at all times if children under 10 are in attendance.
- 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.
- Groups may request up to six advance reservations per calendar year. Meeting rooms may not be reserved more than twice a month per group or individual.
- Water and other beverages in bottles or to-go cups with lids are allowed.

Story Time Room:

The Story Time Room is available from September through April for community organizations/groups serving children and families and has a capacity of 25 people. Availability may be limited due to use for Library Programs.

Reservations may be made by completing a Meeting Room Reservation form and submitting it at the Children's Room Service Desk on the Ground Floor.

- Contact information must be updated annually.
- A person must be 18 years or older in order to reserve a meeting room.
- An adult (18 years or older) must be present at all times if children under 10 are in attendance.
- 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.
- Groups may request up to six advance reservations per calendar year. Meeting rooms may not be reserved more than twice a month per group or individual.
- Individual reservations may not exceed two hours.
- No more than 2 groups can be accommodated per day.
- Groups will "check-in" with Children's Room staff prior to, and immediately after their use of the Story Time Room to ensure that it has been left in neat and orderly condition.
- Groups must supply their own games, toys, arts and crafts materials, drop cloths or newspapers, and clean-up supplies.
- Story Time Room cabinets and closet will be locked. Materials stored above the cabinets are not available for use.
- Children's Room staff may monitor the Story Time Room during use.
- Water and other beverages in bottles or to-go cups with lids are allowed.

Supervised Visits:

- The Story Time Room is available for supervised visits by reservation or, if available, on a walk-in basis.
- Reservations must be made by the supervising person.
- No more than 2 supervised visits can be accommodated per day.
- There is a maximum of five adults per supervised visit.
- Visits may not exceed 2 hours.
- Groups will “check-in” with Children’s Room staff prior to, and immediately after their use of the Story Time Room to ensure that it has been left in neat and orderly condition.
- Groups must supply their own games, toys, arts and crafts materials, drop cloths or newspapers, and clean-up supplies.
- Story Time Room cabinets and closet will be locked. Materials stored above the cabinets are not available for use.
- Children’s Room staff may monitor the Story Time Room during use.
- Water and other beverages in bottles or to-go cups with lids are allowed.
- Two “no shows” will result in loss of reservation rights.

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

Adopted by the Rochester Public Library Board of Trustees, 4/1/2007
Rev. 11/21/2017
Rev. 6/21/2022

Meeting Room Reservation Form

Rochester Public Library
65 South Main Street
Rochester, NH 03867
603-335-7550

Hours of operation and directions to the Library can be found at www.rpl.lib.nh.us

Meetings may not be scheduled before 9:15am and must conclude 30 minutes before the Library closes.

Contact Information

Name of Group: _____

Applicant: _____

Address: _____

Phone # _____ email: _____

Reservation Request:

___ Community Room

___ Rose Room

___ Story Time Room

Dates Requested: _____

Time and Length of Event: _____

Description of Event: _____

Number of People at Event: _____

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

Signature of Applicant: _____

Date _____

Booking confirmed by: _____

Date _____