MEETING ROOM APPLICATION

Name of group:______________________________________________________________

Type of group (circle): Civic * Educational * Religious * Other:__________________

Purpose/nature of meeting:_______________________________________________________


Date(s) of meeting, up to four months in advance:___________

Starting time of meeting, including setup, not prior to 9AM: __________

Ending time of meeting, including cleanup (restoring room to order): _________

Anticipated attendance (max. capacity is 60):_____________

Will refreshments be served? (circle): Yes * No
   If yes, group is responsible for cleaning up and removing trash, supplies, equipment

Will the event be advertised? (circle): Yes * No
   If yes, groups must state their sponsorship in the ad and not imply Library sponsorship

Please circle Library-owned A/V equipment you wish to use:
   * Screen * LCD projector * DVD/Blu-ray * Microphone
   User must be trained in proper operation & must sign Assumption of Responsibility Form

Please sign below confirming that you have read and agree to comply with the attached
Tracy Memorial Library Community Meeting Room Guidelines.

Name of applicant:__________________________ Signature:___________________________

Address:______________________________________________________________________

Telephone:______________________ TML card number (last 4 digits):__________________

   Date of Application:__________________________________________________________
HOLD HARMLESS AGREEMENT

As concerns the use of premises at Tracy Memorial Library, 304 Main Street, New London, New Hampshire:

The undersigned agrees to indemnify and hold harmless Tracy Memorial Library, its trustees and employees from any and all loss, cost (including attorney's fees), damages, expenses and liability in connection with claims for property damage, bodily injury or death of any person which may arise out of the use of the meeting room of Tracy Memorial Library.

Name of organization: __________________________________________________________

Name and title of officer of organization: __________________________________________

Signature: __________________________ Date: __________________

ASSUMPTION OF RESPONSIBILITY FOR AUDIO VISUAL EQUIPMENT

Please note that Tracy Memorial Library equipment is for use in the Meeting Room only. Please request equipment when making the Meeting Room reservation.

I will receive instruction in proper use of Tracy Memorial Library audiovisual equipment (circle all that apply: LCD projector, DVD/Blu-ray, screen, microphone) and I assume responsibility for its proper use during scheduled meetings.

If I have any questions or if the equipment malfunctions, I will seek help from a library staff member before adjusting the equipment. If the equipment is damaged or destroyed during my use, I assume financial responsibility for replacement cost of the equipment at current market value.

Signature: __________________________ Date: __________________
Tracy Memorial Library
Community Meeting Room Guidelines

When not being used for Library purposes, the Community Meeting Room is available to local organizations engaging in educational, cultural, intellectual, or civic activities and events. Any group wishing to use the Meeting Room must read these Guidelines and then complete a Meeting Room Application and the Hold Harmless and Assumption of Responsibility agreements. Any group that fails to comply with any of the below guidelines may be denied further use of the Meeting Room, and a user fee may be assessed. The Board of Trustees reserves the right to modify these rules at any time in response to changing conditions or circumstances.

1. For new groups, no reservations will be held or booked until an application form is completed. For ongoing groups, an application must be updated annually including newly signed and dated Hold Harmless and Assumption of Responsibility agreements.

2. The Meeting Room is available Tuesday through Saturday. The Meeting Room is not available on days when the library is closed (Sundays, Mondays and holidays). **Attendee arrival and setup may not begin prior to 9 AM.** Please do not knock, rattle the door, or try to gain entry before the Library is officially opened.

3. The Meeting Room may be used beyond the Library’s closing time, Tuesday through Friday. Evening events must end by 10 PM. When the library is closed, public use is restricted to the Meeting Room, entry lobby and restroom. Your organization is responsible for picking up a key during the Library’s open hours, locking the door at the end of the meeting, and returning the key via the book drop. A fee will be assessed in the event that the key is not returned.

4. Users must disclose the nature of their meeting when making the reservation. Charging fees, selling of any sort, or soliciting funds are not permitted. No private parties are allowed.

5. The Room is in such high demand that it can impact the Library’s ability to hold its own events. **Although the Library will make every effort to honor your reservation, the Library reserves the right, with as much notice as feasible, to cancel a reservation** if the Room is needed for a Library program or for other legitimate purposes.

6. Reservations will be accepted up to four months in advance. To ensure equitable access, the Library reserves the right to limit the frequency of any group’s use.

7. If the Library closes due to storms or other extraordinary circumstances, the applicant will be notified, if possible, but it is the applicant’s responsibility to notify attendees. The Library is not responsible for any cost incurred by any group as a result of such closing.

8. The Library must be notified as soon as feasible if a meeting is canceled so that other groups may use the space.

9. **Groups are responsible for setting up the Meeting Room for their meeting, and for cleaning up and restoring to order afterward.** This includes replacing moved furniture, closing windows, turning off lights and making sure trash is properly disposed of. **Please include this set-up and take-down time when making your reservation.**

10. **Library staff is not available to change the room arrangement or to provide support services** such as carrying equipment or materials into or around the Library, or making photocopies. Any meeting requirements or needs are solely the responsibility of the applicant.
11. **Groups wishing to use Library audio-visual equipment in the Meeting Room must complete an Assumption of Responsibility agreement and receive training in advance of the meeting, at a time convenient for Library staff.** Staff is not available to operate audio-visual equipment during the meeting and should not be expected to respond immediately to any potential malfunction. Library equipment is not available for use off premises. If there is any damage, the user will be billed.

12. A kitchenette is available. Beverages and light refreshments may be served, but no cooking is permitted. Users must provide their own food, beverages, cups and other supplies. Applicant shall thoroughly clean the kitchenette after use and remove any trash, unused food, supplies and catering equipment.

13. Prior to leaving, the applicant shall notify the Circulation Desk so that a staff member can check the condition of the Meeting Room.

14. Users shall not change, re-set or otherwise tamper with any thermostat or heat control. Any problems should be reported to Library staff. It is not the Library’s obligation to correct any heating problem except in the ordinary course of its business.

15. Parking for persons using the Meeting Room is available in the municipal lot, located across Pleasant Street. The Library’s short-term parking is reserved for patrons visiting for ten minutes or less.

16. **Groups must state their sponsorship in their advertising or meeting announcements and are prohibited from making statements that suggest Library sponsorship or endorsement.** Inquiries from the public concerning specific programs will be referred to the sponsoring organization.

17. Youth (under 18) groups must have an adult (over 21) sponsor and one adult in attendance for every twenty young people.

18. The Library recognizes the rights of free speech and free assembly. We subscribe to Article IV of the Library Bill of Rights: facilities should be made available to the community on an equitable basis, regardless of the beliefs or affiliations of users.

19. The entire Library is a non-smoking facility. Alcoholic beverages may be served only with the prior approval of the Library Board of Trustees. Except as determined by the Board, beverages shall be served in accordance with the Town of New London’s policy on alcoholic beverages.

20. The Library, Library staff, and Library officers are not responsible for any articles left at the Library.

21. Although use of the Meeting Room is free, donations to the Library are always appreciated.

22. **An exception to any of the above requires a formal request in writing, submitted to the Board of Trustees for consideration at least sixty days prior to the scheduled event. The Board of Trustees may approve, deny or approve with conditions any such request in its sole and unfettered discretion.**

*Updated 2017*