

BAKER FREE LIBRARY
MEETING ROOM USE AGREEMENT
4/12/2017

The Baker Free Library has the following meeting rooms available for use, subject to the following stipulations: Upstairs Meeting Room; Welch Meeting Room; Boucher Tutoring Room, Concord Group Tutoring Room, Merrimack County Savings Bank (MCSB) Meeting Room, and the new Lower Level area that includes the MCSB Meeting Room, the Café Area, and the Bow Rotary Meeting Space.

1. Any group using a meeting room at the Baker Free Library must include a Bow resident and the reservation must be placed by a Bow resident or non-resident Baker Free Library card holder 18 years old or older. All reservations are subject to final approval by the Library Director. If the group includes children, consideration must be given to the functions of the Library. Trips outside the designated room must be kept to a minimum. Respect for other Library patrons is paramount.
2. Reservations for any meeting room must be made through one of our Library Assistants, preferably through the online form on the Library's web site. Reservations are made on a first come, first served basis. The Library reserves the right to cancel any meeting or event in the case of emergencies such as dangerous weather conditions, power outages, public restroom issues, etc.
3. The three meeting rooms in the Lower Level space (Welch Meeting Room, Boucher Tutoring Room, and Concord Group Tutoring Room) can be reserved for use only during the Library's regular hours of operation. The Upstairs Meeting Room, the MCSB Meeting Room, and the new Lower Level area that includes the MCSB Meeting Room, the Café Area, and the Bow Rotary Meeting Space may be reserved for times outside of the Library's regular hours of operation, but no meeting, function, or activity may extend beyond 11:00 p.m. or before 7 a.m.
4. The Library is a drug-free zone. Smoking, drinking alcohol, and the use of illegal substances are not permitted anywhere on Library property. See #15 regarding serving alcohol on library property at an event with special permission from the Library Trustees and all required licensing and permits from the State of New Hampshire.
5. In accordance with local and state fire codes, the new Lower Level area that includes the MCSB Meeting Room, the Café area, and the Bow Rotary Meeting Space is limited to a maximum of 120 people; the MCSB Meeting Room is limited to a maximum of 94 people; the Upstairs Meeting Room is limited to a maximum of 32 people; the Welch Meeting Room is limited to a maximum of 22 people; and the two Group Tutoring Rooms are limited to a maximum of four people in each at any one time. Exceeding these room use limits will result in attendees being asked to leave, and future meeting room requests may be denied.
6. Attendees of any meeting held in the Lower Level during the Library's open hours must sign in at the circulation desk when they arrive, and must sign out when they leave. This is in accordance with fire/police requests to know who is in the Lower Level of the building in case of an emergency. Failure of meeting attendees to sign in and out may result in revocation of Lower Level meeting room privileges for that particular group.
7. The new Lower Level area, the MCSB Meeting Room, the Upstairs Meeting Room and Welch Meeting Room may not be used by individuals or organizations for the promotion or sale of goods or services for monetary gain unless the individual/organization pays a per hour room use fee. This restriction includes use of the rooms by self-employed individuals who want to hold an event or meeting specifically geared to promote their products or services. At the discretion of the Library Board of Trustees, this fee may be adjusted on a case-by-case basis. The hourly fee for the Upstairs Meeting Room or the MCSB Meeting

room is \$50. The hourly fee for the MCSB Meeting Room, Café, and Bow Rotary Meeting Space is \$100.

8. The two Group Tutoring rooms are for meetings of 4 or fewer people. They are available on a first come, first served basis. Tutors being paid for their services may use either of these rooms for a fee of \$5 per hour (payable prior to the reserved use). For-profit groups who are not tutors may use these rooms for a fee of \$25.00 per hour. The Group Tutoring Rooms may be reserved by any one person or group for no more than one 4-hour session or two 2-hour sessions in any one day; and for no more than a total of 10 hours during the course of a single week. Please refer to the Library's Group Tutoring Policy for further information.
9. Wireless access is available in all meeting rooms. However, this is a public wifi connection, and therefore is not secure. Users are advised to not access or to transmit confidential information (banks, credit card companies, etc.) or to send any personal identifying information over this connection to any web site.
10. The rooms must be cleaned up and left in the condition they were in before the meeting took place. Tables and chairs must be carried, not dragged, across the non-carpeted floors when set up and put away. If there is an issue with carrying tables and chairs, please communicate that to the Library Director at least one week prior to the event/meeting date so that arrangements can be made to have library staff available to assist with set up.
11. The Library enforces a "Carry-in, Carry-out" trash policy. Trash and recyclables created during room use must be removed from the premises. Plastic garbage bags are available in each meeting room for group use. Failure to remove trash/recyclables may result in denial of future meeting room use privileges.
12. Requests to use the library's TV/DVD player should be made at the time of reservation confirmation or at least 24 hours in advance of the meeting start time. A rental fee of \$10 to borrow the TV/DVD player is due at the time the request is made. If a request for the TV/DVD player is made less than 24 hours in advance of the meeting, library staff may not be able to fulfill the request if there are only two staff people available on the main floor. Non-library staff are not allowed to move the TV/DVD player within the library building due to liability reasons.
13. Parking when the Library is not open is available in the Bovie Screen Printing lot (weekdays after 5 p.m. and on weekends) and the NHADA/Casa Dei Bambini rear parking lot (weekdays after 5 pm and on weekends). Additional parking during the week days when the library is open is located at the Bow Mills United Methodist Church at 505 South Street, with a walkway between the church and the NHADA parking lot. Please refer to the Parking Map pdf on the library website – users may download and distribute it to their event attendees. Please note that if we receive complaints from our neighbors about parking issues related to your event, you may not be able to use our event spaces in the future.
14. Decorations may be used in any meeting space, but in a manner that does not alter the facilities in any way. The use of nails, staples, tacks, glues, tape, or any other fasteners which cause damage are specifically prohibited. If, upon inspection after an event, damage is found, the person signing this agreement will be held responsible for the cost of repairs.
15. If alcoholic beverages are to be served and consumed in the Library, the user shall need to (1) obtain the consent of the Library Trustees during one of their regular monthly meetings for the use of alcohol during their function/event; (2) provide evidence that all State of New Hampshire requirements have been met; and (3) may be required to bear the cost of hiring at least one paid police officer for the function. No alcoholic beverages will be allowed outside of the building.

16. If a meeting is to take place in the new Lower Level area, the MCSB Meeting Room, or the Upstairs Meeting Room while the Library is not open, the signer of this agreement will be responsible for picking up a Library Meeting Room Key and Vestibule Bathroom Key at the Library during regular open hours. The keys can be picked up no earlier than 24 hours before the meeting start time, and can only be picked up by those individuals designated on the original meeting room reservation as those who can cancel a meeting. Unauthorized duplication of keys is prohibited. **Keys must be returned to the Library within 12 hours after a meeting has ended. Keys may be left with a Library staff person during open hours, or may be placed in the Library's Book Drop when the Library is closed.** Failure to return the keys within 12 hours of meeting end time may result in a visit from a Bow Police officer to retrieve the keys. Multiple late key returns will result in revocation of future Library Meeting Room use privileges. If a key is lost, the signer of this agreement will pay \$20 to the Baker Free Library for key replacement. The signer of this agreement understands that they are responsible for the security of the Library premises during and after the event, including making sure all doors are completely locked and shut upon leaving, and all lights are turned off.
17. Users of Library spaces for an event or function other than a simple meeting are required to obtain commercial insurance coverage either through their own local insurance carrier or using TULIP (Tenant Uses Liability Insurance Program) through Primex. The user must name the Library as an additional insured, and provide a copy of the insurance certificate to the Library Director at least one week prior to the event date.
18. Any individual, group, or organization holding a meeting or event or function in the Library must fully release and discharge the Baker Free Library, its trustees and staff, the Town of Bow, its officers, agents, and employees from any and all claims from injuries, including death, damages, or loss, which may arise or which may be alleged to have arisen out of, or in connection with, the meeting. They must further indemnify and hold harmless and defend the Baker Free Library, its trustees and staff, the Town of Bow, and its officers, agents, and employees from any and all claims resulting from injuries, including death, damages, and losses, including but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with, the meeting.
19. Failure to abide by the Library's Meeting Room Use Agreement may result in the cancellation of, or refusal of, future reservations.
20. A signed copy of this agreement must be on file with the Library prior to the meeting date.

I, _____, agree to the above stipulations. _____
 (print name) Signature

 Organization name (if applicable) Date

Further questions about this Agreement should be directed to Lori Fisher, Director, at (603) 224-7113 or lori@bakerfreelib.org.

This policy document was approved by the Baker Free Library Board of Trustees on July 9, 2008; revised on November 12, 2008; March 11, 2009; June 10, 2009; March 10, 2010; March 8, 2011; June 8, 2011; June 12, 2013; June 11, 2014; June 10, 2015; February 10, 2016; March 9, 2016; December 12, 2016; March 8, 2017; April 12, 2017.