

## **Baker Free Library Policy on Group Study and Tutoring**

In accordance with the Baker Free Library mission statement, the Library supports the educational needs of the community by allowing tutoring to occur at its physical site within the parameters listed below.

1. Private, paid tutoring of one to three students is allowed in open study and reading areas of the Library during open hours only if such activity does not disturb staff or library users and if those involved otherwise comply with all Library rules, guidelines, and procedures governing behavior at the Library. Tutors working with students at the end of the day are asked to leave the Library 10 minutes before closing time.
2. Private, paid tutoring of one to three students is allowed in the two Group Tutoring Rooms on the Lower Level. Tutors being paid for their services may use these rooms for a fee of \$5 per hour (fee due prior to reserved use). Reservations are first come, first served. 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. Tutors and/or students must make reservations for these rooms using the same procedures as other groups reserving Library meeting rooms. Please refer to the Baker Free Library Meeting Room Use Agreement for more information.
3. Prior to room use, a signed copy of this form must be on file with the Library, as well as a signed Meeting Use Agreement, and a signed Parental Permission Form. If any of these forms are not on file prior to the scheduled reservation, the tutoring session will not be allowed in that Group Tutoring Room.
4. Please be aware that Group Tutoring Rooms are monitored and recorded by cameras installed in each room. This is to ensure the safety and security of all individuals using those rooms.
5. Attendees of any meeting held in the Lower Level 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.
6. Tutors, their students, and the parents of students are subject to the Library's Patron Behavior policy and Unattended Children policy.
7. Paid tutors may not publish or distribute advertisements, letters, press releases, or e-mails indicating the Library as their place of doing business or otherwise imply Library sponsorship of their activities. In addition, paid tutors must comply with any applicable business or professional licensing rules, laws, regulation, and ordinances as set forth by

the Town of Bow, Merrimack County, the State of New Hampshire, or the federal government. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use Library space.

8. The Upstairs Meeting Room and Welch Meeting Room may not be used free of charge under this policy for paid tutoring sessions. Paid tutors are considered a business and are charged a flat \$50 fee per hour for use of the Upstairs Meeting Room or the Welch Meeting Room. Please refer to the Library's Meeting Room Use Agreement for further information.
9. Any individual, group, or organization holding a meeting 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.
10. Failure to abide by the Library's Meeting Room Use Agreement, Patron Behavior policy, or the Group Study and Tutoring policy may result in the cancellation of, or refusal of, future reservations.

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

Further questions about this Agreement should be directed to Lori Fisher, Director, at (603) 224-7113 or [bfldirector@comcast.net](mailto:bfldirector@comcast.net)

This policy document was approved by the Baker Free Library Board of Trustees on November 12, 2008; revised 2/10/2016.