

**BAKER FREE LIBRARY**  
**509 South Street, Bow, NH 03304**

**NON-PROFIT Meeting Room Agreement**  
**Revised 11/15/2018**

A non-profit group is defined as a group that is either a verifiable 501(c)(3) entity through the Internal Revenue Service, or is an informal group that does not charge a fee for meeting or event attendance. Reservations are accepted on a first-come, first-served basis, and groups must include at least one Bow resident or non-resident Baker Free Library card holder 16 years of age or older. The person placing the reservation must be a Bow resident or non-resident Baker Free Library card holder 16 years of age or older. Please fill in the following information so that we may verify your non-profit status:

Group name \_\_\_\_\_ Date filling out form \_\_\_\_\_

Individual contact name \_\_\_\_\_ E-mail \_\_\_\_\_

Phone number \_\_\_\_\_ EIN number \_\_\_\_\_

If your group does NOT have a 501(c)(3) designation with the IRS, please state the purpose of your group and note that signing this Agreement means that the group will not charge the public for meeting/event participation unless previously approved by the Library Trustees in one of their monthly meetings, and such decision is reflected in their public meeting minutes published on the Baker Free Library web site.

Purpose of group \_\_\_\_\_

The following is a checklist of items that the signer of this form must initial, indicating understanding of the item and compliance with the policy. **Please initial ALL items – your reservation(s) may be canceled without notice if this form is not completed in entirety.**

**ROOM AVAILABILITY**

\_\_\_\_\_ 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: Mon-Thurs 10am-8pm; Fri 10am-7pm; and Sat 10am-4pm.

\_\_\_\_\_ 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. If your meeting/event needs to take place outside of those hours, prior approval from the Library Board of Trustees is required.

\_\_\_\_\_ 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). 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.

\_\_\_\_\_ 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 Main Door Key and (if needed) Lower Level Access Door 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.

## **TECHNOLOGY**

\_\_\_\_\_ 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.

\_\_\_\_\_ Requests to use the Library's TV/DVD player, portable LCD projector, laptop, or portable projection screen must be made at the time of reservation confirmation or at least 24 hours in advance of the meeting start time. If the request is submitted less than 24 hours in advance of the meeting start time, library staff may not be able to fulfill the request if there are only two staff people available on the main floor of the building during that time.

\_\_\_\_\_ If the person requesting the meeting space needs to have staff assistance to learn how to use the projection equipment (either stationary or portable), the requestor must make an appointment with Amelia Holdsworth, Library Assistant ([amelia@bakerfreelib.org](mailto:amelia@bakerfreelib.org)) prior to the reservation date. Drop in visits will not be accommodated. Troubleshooting problems with projection can occur during your meeting time, but an overview of how to use the equipment must take place prior to your meeting date through an appointment.

## **HOUSEKEEPING**

\_\_\_\_\_ 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 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.

\_\_\_\_\_ The rooms must be cleaned up and left in the condition they were in before the meeting took place. Wipes, brooms, and vacuums are available for Lower Level clean up in the Café area and in the closets by the entrance to the MCSB room. Wipes and paper towels are available in the cupboard over the sink in the Upstairs Meeting room so that the counter, tables, and chairs can be cleaned.

\_\_\_\_\_ 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.

\_\_\_\_\_ 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

## **PARKING**

\_\_\_\_\_ **The person who submits the meeting room reservation is responsible for verifying with all attendees, prior to the meeting start, that the attendees have followed the parking parameters:** 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 meeting/event, you may not be able to use our spaces in the future.

## **ALCOHOLIC BEVERAGES**

\_\_\_\_\_ 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 regarding the distribution of alcohol at the event; (3) obtain commercial liability insurance coverage either through their own local insurance carrier or using TULIP (Tenant Uses Liability Insurance Program) through Primex NH, and provide evidence of this coverage at least two weeks prior to the scheduled event date. In addition, the user may be required to bear the cost of hiring at least one paid police officer for the function if so mandated by the Library Trustees. See Liability section below for further information.

\_\_\_\_\_ No alcoholic beverages will be allowed outside of the Library building;

## **PROMOTION OF YOUR FOR-PROFIT EVENT/MEETING**

\_\_\_\_\_ Publicity of a non-profit meeting or event in the Library must include the following information or your reservation will be cancelled and future reservations will be prohibited:

1. Name of organization and contact for organization (phone number, web site, email) prominently displayed on any publicity materials including web sites as sponsor of the meeting/event;
2. The name and address of the Library may appear on publicity only as the location, and in no way should imply that the Library is sponsoring, condoning, promoting, or otherwise has any other role in the event other than location.

## **LIABILITY**

\_\_\_\_\_ Users of Library spaces for a public 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.

\_\_\_\_\_ All individuals, groups, or organizations holding a meeting or event or function in the Library hereby

fully releases and discharges 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, event, or function; they further hereby agree to 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.

Failure to abide by the Library's Meeting Room Use Agreement may result in the cancellation of, or refusal of, future reservations. 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

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