

## **BAKER FREE LIBRARY MEETING ROOM AGREEMENT**

Revised 6/8/2011

The Baker Free Library Meeting Room and the Baker Room in the library basement can be used free of charge subject to the following stipulations:

1. Any group using either the Meeting Room or Baker room must include a Bow resident and have the approval of the Library Director. If the group includes children, consideration must be given to the function of the Library. Trips outside the designated room must be kept to a minimum. Respect for other library patrons is paramount.
2. Reservations for either the Meeting Room or Baker Room must be made through either the Library Director or the Children's Librarian. 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, etc.
3. The Baker Room can be reserved for use only during the Library's regular hours of operation. The Meeting Room 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.
5. In accordance with local and state fire codes, the Meeting Room is limited to a maximum of 32 people and the Baker Room is limited to a maximum of 30 people. Note that there are no bathroom facilities on the basement level, and use of the lift is necessary for persons who cannot safely negotiate stairs.
6. Attendees of any meeting held in the Baker Room 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 basement of the building in case of an emergency. Failure of meeting attendees to sign in and out may result in revocation of future Baker Room and Meeting Room privileges for that particular group.
7. The rooms may not be used by individuals or organizations for the promotion or sale of goods or services for monetary gain unless the individual or organization pays a fee of \$50 per hour of room use. 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.
8. The rooms must be cleaned up and left in the condition they were in before the meeting took place. 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 the cupboard above the sink in the Meeting Room for group use. Failure to remove trash/recyclables may result in denial of future meeting room use privileges.
9. 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 will 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.

10. If a meeting is to take place while the Library is not open, the signer of this agreement will be responsible for picking up a Library Meeting Room Key from Bow Police Dispatch at 12 Robinson Road, Bow. The key can be picked up no earlier than 12 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. The names and phone numbers of those individuals are provided to Bow Police Dispatch by the Library Director. **Library Meeting Room Keys must be returned to Bow Police Dispatch within 12 hours after a meeting has ended.** Failure to do so will result in a visit from a Bow Police officer to retrieve the key. 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.
11. 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.
12. Failure to abide by the Library's Meeting Room Agreement may result in the cancellation of, or refusal of, future reservations.
13. 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 Date

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 July 9, 2008; revised on November 12, 2008; March 11, 2009; June 10, 2009; March 10, 2010; March 8, 2011; and June 8, 2011.