

PORTSMOUTH PUBLIC LIBRARY MEETING ROOM POLICY

The meeting rooms in the Portsmouth Public Library are provided to further the mission and goals of the Portsmouth Public Library as adopted by the Library Board of Trustees. All activity in the meeting rooms shall comply with established Library policy.

The meeting rooms in the Library are intended for library programming and for public gatherings of a civic, cultural, or educational nature.

The Library recognizes the rights of free speech and free assembly. Permission for a group to use Library space does not constitute an endorsement of the group's philosophy or objectives by the Library. From time to time, in furtherance of its obligation to ensure the continuing growth and improvement of Library services, the Library may use or may sponsor use of the meeting rooms by an individual or organization which undertakes a function to benefit Library programs, and may receive or share in the financial benefits which may result from this activity.

No group will imply in its advertising or during the meeting that the Library has sponsored or supports its meeting, group or presentation without first receiving permission in writing from the Director.

First priority for bookings of the meeting rooms will be reserved for Portsmouth Public Library programs or programs sponsored by the Library.

Meeting rooms may be used by any Portsmouth cultural, civic, educational, or non-profit group or organization. Any group not based in Portsmouth requesting use of a meeting room must show substantial connection to the City through its stated mission, service area or membership.

No fees, admission or other charges, sales of any kind, or solicitation of funds will be allowed for any non-library sponsored function. Programs, meetings, seminars, courses in adult education, and other events that are sponsored by the Library may involve profit-making groups and a fee, admission charge, or sale of literature may take place.

Use of the meeting rooms shall not conflict with customary Library operation or with Library sponsored meetings, programs, or activities. Groups will adhere to the Library Code of Conduct made available with the Meeting Room Agreement form, and keep noise levels consistent with the proper atmosphere of the Library at all times.

Light refreshment only may be served.

Each group is responsible for set-up and break-down for its event in the meeting room itself and is required to leave the space in a neat and orderly condition.

Failure to abide by the rules of the Library, other misuse of a meeting room, or the repeated failure to utilize a reserved room without first giving 24 hours prior notice to the Library, will result in a group being barred from use of the Library meeting rooms for one year.

Reservation of Meeting Rooms

In order to serve the needs of the many groups in Portsmouth, limits are placed on the use of the meeting rooms. No group or organization may reserve a room more than 3 months in advance or more than eight times in a calendar year, unless granted permission by the Director.

An adult representative for each group using the Library must be designated as the person responsible for coordinating the meeting or program and for assuring that the program ends at the designated time.

The Library assumes no responsibility for the safety of any private property brought onto the premises, nor for injury to any persons attending the meeting. Any damage to library property resulting from a meeting or program will be the responsibility of the organization using the Library.

No use of library meeting rooms shall be allowed before the Meeting Room Agreement form has been signed by both the responsible adult representative of the group and the Library Director or her designee.

Deposits and Charges

Meeting Room	Deposit	Terms	Charge	Terms
Levenson Meeting Room	\$50.00	Refundable upon inspection	\$50.00 for maximum of one hour past library closing	Nonrefundable. Due at application.
Hilton Garden Inn Meeting Room	\$25.00	Refundable upon inspection	Room not available after library closing	
MacLeod Board Room	\$25.00	Refundable upon inspection	Room not available after library closing	

All reservation deposits are forfeit for failure to use room, unless canceled 24 hours before intended use.

Hours of Use and Room Capacities

The meeting rooms are available for use during the library’s normal operating hours. Reservation times include setup and breakdown time. Unless the reservation includes provision for after-hours use of the Main Meeting Room, all members of the group must exit the Library by closing time.

Hours:

Monday-Thursday 9:00 a.m. – 9:00 p.m.
 Friday 9:00 a.m. – 5:30 p.m.
 Saturday 9:00 a.m. – 5:00 p.m.
 Sunday 1:00 p.m.—5:00 p.m.

Capacity of Rooms:

Levenson Community Meeting Room 124 occupants 1st Floor
 Hilton Garden Inn Meeting Room 45 occupants 2nd Floor
 MacLeod Board Room 12 occupants 2nd Floor

The main meeting room on the first floor may also be used for up to one hour after the Library closes if the Library Director or her designee grants advance approval at the time application for use is made. After hours users will be charged according to the Library’s current fee schedule. This fee covers the cost of necessary additional staff, must be paid in advance and is nonrefundable.

The meeting rooms are not available for use on holidays on which the Library is closed.

The Library reserves the right to alter these rules as deemed necessary by the Director in conjunction with the Board of Trustees.

Adopted by Library Board of Trustees
 August 16, 2006
 Amended March 27, 2007
 Amended November 28, 2007
 Amended March 17, 2010

Meeting Room Application

Requests to use a meeting room must be:

1. Submitted in writing using the application below.
2. Accompanied by applicable fees and deposits.
3. Returned to the Portsmouth Public Library, by mail or fax

The meeting room will be reserved for your organization when you receive the returned *Portsmouth Public Library Meeting Room Booking Confirmation*. The booking confirmation form must be presented at the time of the meeting set-up.

Event Date _____

Organization _____

Event Name _____

Event Description _____

Is your event open to the public? _____

Contact Name _____ Contact Phone _____

Contact Fax _____ E-Mail _____

Contact Address (if different from organization's) _____

EVENT TIME Event Start _____ Event End _____

TOTAL ROOM TIME Setup Start _____ Clean-up End _____

Which rooms do you wish to reserve?	Capacity	Floor	Deposit
<input type="checkbox"/> Levenson Community Meeting Room	124	1 st	\$50 (enclose refundable deposit)
<input type="checkbox"/> Hilton Garden Inn Meeting Room	45	2 nd	\$25 (enclose refundable deposit)
<input type="checkbox"/> MacLeod Board Room	12	2 nd	\$25 (enclose refundable deposit)

Organization Address _____

Expected attendance _____

Will food &/or beverages be served? _____ Describe _____

Organization/Event website URL _____

I have read and fully understand the policies, rules and disclaimers pertaining to the use of the Portsmouth Public Library meeting rooms. I agree to be responsible for complying with them and making payments as called for herein.

Signature _____ Application Date _____

(For Office Use Only)

Application Approved Yes No Initials _____

Booking Confirmation Form Sent Date _____ Fax Mail In Person

Staff Initials _____ Comments _____

Deposit Received Date _____ Deposit Returned To _____ Date _____

Deposit Retained Notified _____ Date _____

Retained Reason _____

Portsmouth Public Library - Rules of Behavior

Basic Rule: All persons who want to use the Library are welcome, but no one may interfere with any other person's ability to use the Library, or staff's ability to provide services.

Safety, order, and efficiency require specific rules which must be followed by all library users.

1. Behavior that is prohibited in the library includes—but is not limited to—the following:

- Any illegal act
- Possession of alcohol or any controlled substance
- Drunkenness
- Indecency
- Engaging in harassing or threatening behavior toward staff or patrons
- Vandalism
- Defacing any portion of the premises with signs, leaflets or notices, except on assigned bulletin boards or as otherwise authorized
- Smoking or use of tobacco products on library property
- Misusing computers or other equipment. Tampering with or changing configurations or software on Library computers or displacing, disabling or unplugging Library equipment
- Soliciting, canvassing, interviewing, campaigning
- Mutilating, damaging or defacing Library materials
- Disrupting the orderly conduct of business
- Running
- Loud or unruly behavior, such as yelling, swearing, hitting, etc,
- Riding the elevator up and down for no purpose but to ride; stopping the elevator without cause
- Walking to & fro, in & out to the distraction of other library users
- Limiting access or movement in parking areas, to outside boxes for library returns or on the outside brick plazas. Obstructing any entrance, exit, or passageway
- Sleeping or appearing to sleep
- Lying down on the furniture, more than one person sitting on single seat furniture
- Lying on the floor
- Placing feet on furniture, walls, woodwork, etc.
- Causing excessive wear or damage to furniture.
- Rearranging furniture without permission
- Drinking (except water from capped containers) or eating outside designated areas
- Taking beverages or condiments from vending machines without paying
- Possessing, displaying or using weapons of any kind

2. Material may not be removed from the library without proper authorization. (Books, etc, must be checked out. Passes must be signed for.) The Library reserves the right to inspect personal belongings for concealed Library material. Theft of Library material—or damaging or defacing material—may lead to prosecution under NH RSA 202-A.
3. Persons in the Library are responsible for their personal property. Personal property should not be left unattended. The library is not responsible for lost or stolen items.
4. Proper dress, including tops, bottoms, and shoes, is required at all times.
5. Roller blades, roller skates, skateboards, scooters, or other such devices may not be used inside the library, on walkways, steps, benches, or walls.
6. Children under ten (10) years of age must be accompanied and supervised by an adult at all times.
7. Persons needing continuous supervision or assistance must be accompanied by the appropriate supervisor or caregiver when visiting the library.
8. Poor personal hygiene that interferes with others' ability to use the Library may be cause for eviction.
9. Assistance animals are welcome. All other animals are prohibited.
10. Cell phones may be used with ringer turned off and a quiet voice. Their use is prohibited in posted cell phone free zones
11. Any act that creates a condition which is hazardous to him/herself or another which serves no legitimate purpose.

Failure to comply with these rules may lead to revocation of library privileges.

