

Oscar Foss Memorial Library Meeting Room Policy

The Oscar Foss Memorial Library provides meeting room space for library programs and for meetings of an informational, educational, cultural, or civic nature.

1. The library meeting room is available to the community to provide space for non-profit civic, social, cultural, educational, and governmental organizations. Use of the meeting room is free of charge as long as the meetings are open to the public, free of charge, and not held with the intention of generating revenue.
2. All meetings using library space must be approved and scheduled by the Library Director. Permission for use of library meeting room does not imply the library's endorsement of the views, opinions, policies, or activities of groups, organizations, or clubs using the library's facilities. Any announcement or publicity implying such endorsement is prohibited. The Library Board of Trustees, Library Director, and staff are not responsible for the accuracy, use, or consequences of statements made during meetings.
3. Attendance is limited to a maximum of 50 people. Access will be limited to the program room, the kitchen, the adjacent lobby, and the rest rooms.
4. Library sponsored activities take precedence in scheduling the use of the room. The library reserves the right to schedule the meeting room according to the library's needs. The library allows groups to reserve meeting rooms on a first-come, first-served basis.
5. All groups, organizations, and clubs must adhere to the library's Rules for Use of Meeting Room, which are included on the reservation form.
6. The meeting room may be used by any Barnstead cultural, civic, educational, or non-profit group or organization. Any group not based in Barnstead requesting use of a meeting room must show substantial connection to the town through its stated mission, service area, or membership.
7. An authorized member of the group must sign the meeting room request form. By signing the request form, the applicants representing the groups agree that:
 - a. They have read the rules and regulations for the library meeting room and understand them.
 - b. They understand that any failure to abide by these regulations will cause a forfeiture of rights to use the room for six (6) months.
 - c. They accept the financial responsibility for any and all damage caused to the building or equipment beyond normal wear.
8. Programs involving the sale, advertising, or promotion of commercial products or services, sponsored by a business firm, regardless of purpose, are prohibited.

9. Permission to use the meeting room is revocable and does not constitute a lease. Permission previously granted to a group, organization, or club to use the meeting room may be canceled at any time by the Library Board of Trustees or the Library Director, if it is determined that the meeting scheduled does not comply with the policy set forth.
10. The sponsoring group is responsible for the promotion and registration for meetings. Meetings cannot be marketed in the library or on library grounds, unless they are library-sponsored events. Indication of the library facility as the location for the meeting can be used in all promotional materials surrounding the meeting. Flyers meeting the Community Bulletin Board policy can be posted on the Community Bulletin Board in the lobby of the library. At the time of a meeting, signage can be posted on the entry doors to the meeting space only. Organizations meeting in the library may not use the library as a mailing address.
11. Groups must notify the library if they need to cancel a meeting room reservation so that the space is made available to others. If a group fails to notify the library of the need or intent to cancel within 24 hours of scheduled use, the group may not be accorded the use in the future for a period of 6 months. If the group fails to notify the library of a cancellation a second time, the group may lose the privilege to use the meeting room.
12. If the library must cancel the use of a meeting room, the library staff will notify the group as soon as possible. In the event of inclement weather when the library may have to close, groups should call the library before venturing out.
13. All users of the library facility must comply with all applicable state and federal laws and local ordinances. Unlawful activity shall not be permitted in the meeting room. Such activity shall be basis to deny use of the library meeting room to groups or individuals violating this policy.