

# Jaffrey Public Library

38 Main Street  
Jaffrey, NH 03452  
Tel: 603-532-7301  
www.jaffreypubliclibrary.org



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## Meeting Space Policy

1. The library offers meeting spaces for civic, cultural, educational and other non-commercial activities, especially those of interest to the citizens of Jaffrey. While there is no charge for the use of this space, a monetary or in-kind donation may be made to the library. Please see the Library Director for more information.
2. Library programming will have priority scheduling.
3. Any non-library programming may require a certificate of Liability Insurance, with a separate Endorsement/Indemnification clause releasing the Jaffrey Public Library and the Town of Jaffrey from any and all liability. Please see the Library director for more information.
4. Reservations must be made at least one week in advance with the Library Director. Permission for the use of the library **does not** constitute the library's endorsement of the group's philosophy or objectives.
5. Any group or individual using the library shall leave it in good order. Light refreshments may be served by special permission only and shall be provided by the group. The library is a tree nut/peanut-free facility. The library enforces a carry in, carry out policy. No trash is to be left in the library. Nothing is to be attached (by any means) to the walls, floors, ceilings, doors, etc. without permission of the Library Director. Contact person will assume responsibility for the opening and closing of the library space and for the condition of the room at the end of the meeting.
6. Groups will be charged for loss or damage to library property that results from their use of the meeting space.
7. A minimum of two responsible adults over the age of 21 must accompany a group of persons under the age of 18. A ratio of 1:8 is preferred.
8. The library assumes no responsibility for private property brought onto the premises.
9. No alcoholic beverages are permitted anywhere on library property.
10. Smoking is prohibited anywhere within or on the library premises.
11. Folding tables and chairs are available. Tables must be covered to protect surfaces. The group using the meeting space is responsible for the set-up and takedown of the tables and chairs.
12. Groups who meet after hours must lock all doors and windows, and turn **off** the lights before leaving. All appliances must also be turned off. A fine of \$25 may be charged if lights are not turned off.
13. A meeting space key must be checked out onto a patron library card in good standing. A key is available for checkout during regular library open hours.

14. The Library Director reserves the right to deny use of meeting space to any group or persons who do not abide by this agreement or who cause damage beyond normal wear and tear to the facility.
15. The library reserves the right to alter this policy as deemed necessary by the Board of Trustees. Anyone using the meeting areas **must** read and sign this statement, releasing the library and staff from all liability.

Accepted by the Library Board of Trustees, January 16, 2018, revised April 23, 2019

**I HAVE READ AND AGREE TO THE POLICY GOVERNING THE USE OF ALL MEETING SPACES AT THE JAFFREY PUBLIC LIBRARY.**

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**ORGANIZATION**

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**CONTACT PERSON**

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**SIGNATURE OF AUTHORIZED REPRESENTATIVE**

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**TELEPHONE NUMBER**

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**DATE**

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**ADDRESS**

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**MEETING DATE & TIME**

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For recurring dates, please list above.