

TUCKER FREE LIBRARY MEETING SPACE POLICY

The meeting spaces in the library are intended for library programming and community use. First priority for bookings of the meeting rooms will be reserved for Tucker Free Library programs or programs sponsored by the library.

Any group not based in Henniker requesting use of a meeting room must show substantial connection to the Town through its stated mission, service area or membership. TFL 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 TFL.
- No group will imply in its advertising or during the meeting that the library has sponsored or supports its meeting, group or presentation.
- Neither the name nor the address of the library may be used as the official address or headquarters of a user.
- No fees, admission or other charges, sales of any kind, or solicitation of funds will be allowed unless the use is by or sponsored by the library.
- Personal or family parties such as birthday parties, play dates, baby showers, etc. cannot be hosted at the library.
- Adjudicated family visits must be supervised at all times. If at any time, staff members or other patrons become uncomfortable with the visit or feel threatened by any behavior, the library reserves the right to ask the Henniker Police Department to escort all parties from the building.

Rules for Using TFL Meeting Spaces

- All general library policies apply.
- Disruption of library function is not permitted. Staff retain the right to address disruptive behavior or any kind.
- Parents or guardians attending an event/approved use of the premises may not leave children unattended in the main library or Children's Room.
- Library staff will not assist in room setup, configuration, or troubleshooting of personal technology devices that are not TFL sponsored functions.
- Each group is responsible for set-up and break-down for its event in the meeting room itself.
- All spaces must be vacated fifteen (15) minutes before library closing times.**

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.

- TFL 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 TFL.

Hours of Use and Room Capacities

The meeting rooms are available for use during the library's normal operating hours.

- For specific open and closing times check the library website.
- Capacity of space will be discussed when booking.
- Reservation times include setup and breakdown time.
- All spaces must be vacated fifteen (15) minutes before library closing times.**

The meeting rooms are not available for use on holidays on which the library is closed. If the library is forced to close as a result of storms or other extraordinary circumstances, the closing will be posted on WMUR and on the library web page. It is each organization's responsibility to notify those who would be attending any meeting. The library is not responsible for any cost incurred by any organization as a result of such closing.

The Tucker Free 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

1st reading 8/18/2023

Revisions from 8/18/2023

2nd reading 9/20/2023

3rd reading waived 9/20/2023

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