

Last Reviewed: 12/1/2023 Effective: 06/21/2023 Primary Approver(s): City Manager	 City of PORTSMOUTH New Hampshire	PORTSMOUTH PUBLIC LIBRARY 
TITLE: <i>Meeting Rooms Policy</i>		

MEETING ROOMS 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 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.

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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 Rules of Behavior 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 as outlined in the meeting room’s setup sheet.

Failure to abide by the rules of the Library, other misuse of a meeting room, or more than one 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.

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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 90 days in advance or more than nine 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 and the room put back to standards 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 person 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 his/her/their designee.

Deposits and Charges

Meeting Room	Deposit	Terms
Levenson Meeting Room	\$50.00	Refundable upon inspection
Hilton Garden Inn Meeting Room	\$25.00	Refundable upon inspection
MacLeod Board Room	\$25.00	Refundable upon inspection

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

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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. 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. (September- May)

Capacity of Rooms:

Levenson Community Meeting Room	100 occupants	1 st Floor
Hilton Garden Inn Meeting Room	35 occupants	2 nd Floor
MacLeod Board Room	12 occupants	2 nd Floor

The meeting rooms are not available for use on holidays or other days 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 March 17, 2010
 Amended January 20, 2016
 Amended June 21, 2023