

## **Meredith Public Library Function Room/Maker Space/ Historic Study Room Policy**

The Meredith Public Library provides access to the Function Room, Historic Study Room and Maker Space for the public in keeping with its mission to be the cultural heart of Meredith; a gathering place where community members can acquire and share knowledge. Meredith Public Library, and Friends of the Meredith Library events take precedence over all other events.

### ***Who may reserve the Function Room/Maker Space?***

1. You must hold a Meredith Public Library card in good standing and be at least 18 years of age.
2. Any organization may reserve one of these rooms. There is a suggested \$50 donation to the Friends of the Meredith Library for room use by any group hosting an event which will charge a fee for attendance such as a workshop or conference.

*The Meredith Public Library has the right to refuse a reservation to any entity which does not meet the above criteria or which has not followed the Function Room/Maker Space rules in the past.*

1. All written or online applications for Function Room and Maker Space use must be submitted a minimum of two weeks prior to room use.
2. All groups must understand the maximum capacity for the rooms and agree to ensure they will not exceed the room capacity. If the capacity is exceeded, then the event can be shut down.
3. Use of the rooms as a place to conduct regular business is prohibited.
4. Groups are limited to two total Function Room/Maker Space/Historic Study Room reservations per month.
5. Any promotion for a meeting or event at the library must be labeled “Not a library sponsored event” and must include your organization’s contact information.
6. Non-Library affiliated groups wishing to reserve the Function Room/Maker Space may not solicit donations or participate in any sort of fundraising activities.
7. The Function Room/Maker Space/Historic Study Room must be cleaned up and left in the condition they were found.
8. Any trash generated by the meeting must be carried out by the group.
9. Any organization showing a film or other materials during room use must have the licensing or permission to do so. Films and other materials shown in the rooms cannot violate Library policy.
10. Nothing may be hung on the walls or ceiling.
11. Use of alcohol, drugs, and tobacco products are not permitted on Library property.

***My Function Room/Maker Space/Historic Study Room use request was rejected, but I would like to appeal this. What is the process?***

Please fill out a “Request for Function Room/Maker Space/Historic Study Room Use Reconsideration” form and submit it to Library Director, Erin Apostolos,

[erin@meredithlibrary.org](mailto:erin@meredithlibrary.org). She will get back to you within ten business days. If you are still unhappy with your response, she will then submit your form to the Meredith Public Library Board of Trustees who will review and discuss the form at their next regularly scheduled meeting.

## **Meredith Public Library Function Room/Maker Space Historic Study Room Procedure**

### ***Which meeting rooms are available for reservation?***

1. Function Room. Seats 102 theater style. 58 at tables. Maximum Capacity 170. ***This room is available when the library is closed*** and has access to a kitchen (no oven or stovetop) and two bathrooms. There are two video screens for presentations and a lectern. It is Zoom Meeting capable. Microphones and other equipment are available by request.
2. Maker Space. Seats 25. Space for arts, crafts, classes and demonstrations.
3. Historic Study Room. Seats 16 at tables. Smaller video screen can be used in the space.

\* The Maker Space and Historic Study Room may only be booked for use during library hours and ***all events must end thirty minutes prior to the library closing***. If a group is not using the Function Room when the library is closed, that group must also ***end its event thirty minutes prior to the library closing***.

### ***How do I reserve the Function Room/Maker Space/Historic Study Room?***

Use the online reservation system. Go to [www.MeredithLibrary.org](http://www.MeredithLibrary.org) and click on the Book A Room link.

Call the library at 603-279-4303 and ask for Matthew Buteau if you have any questions. Or email [librarian@meredithlibrary.org](mailto:librarian@meredithlibrary.org).

Reservations are not guaranteed until a completed Meredith Public Library Function Room/Maker Space/Historic Study Room use permit is submitted and approved. Approval of requests are dependent upon meeting all of the criteria in this policy and room availability. Requests for rooms may be made no sooner than six months in advance.