

## **Meredith Public Library Function Room/Maker Space 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 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. The Maker Space may only be booked for use during library hours and all events must end thirty minutes prior to the library closing.

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

Call the library at 603-279-4303 and ask for Matthew Gunby 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 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 up to three months in advance.

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

The Meredith Public Library provides access to the Function 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, Meredith Library Fund and Friends of the Meredith Library events take precedent 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 who does not meet the above criteria or who has not followed the Function Room/Maker Space rules in the past.*

1. All written applications for Function Room/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 insure 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 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 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 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 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.