

Program Room Policy

Answers to questions of suitability, availability, and procedure, as well as applications may be secured at the main desk. Completed applications must be submitted to a staff member at the Main desk, where after you will be notified.

The Program Room of the Moultonborough Public Library is available for educational, cultural, intellectual, charitable or civic purposes.

- A. Programs will not be disruptive or otherwise interfere with the operation of the library.
- B. All program activities shall take place within the Program Room.
- C. Rallies, fundraising activities and solicitations for donations are not allowed.
- D. Signage and posters endorsing political candidates are prohibited on library property.

The suitability of a program or activity rests with the Library Director and ultimately with the Board of Trustees.

Only activities that are open to the public are allowed in the Program Room.

As the library is non-discriminating, we have the same expectations from the groups using the Program Room.

Seating capacity is 75 people.

The room may be used from 9:30am to 10:00pm.

Groups will be permitted to use the facility once a month only.

No admission or other fees may be charged by user groups except for those events specifically sponsored by the library. Sale of any items will be at the sole discretion of the Board of Trustees.

Use of the Program Room by any group in no way constitutes endorsement of the group's policies or activities by the Library.

USE

Groups using the room are required to set up for their meeting, return furniture and equipment to its original location and leave the room clean and in good condition.

Food and drink are restricted to the Program Room.

The Library is a non-smoking facility.

No alcoholic beverages may be served.

Repair of damage to the facility and/or equipment will be billed to the group that used the room.

Nothing may be attached to the walls.

If professional cleaning is required as a result of activity, the group that reserved the room will be billed.

The kitchen facility must be left clean. No food should be left in the refrigerator. Large plastic bags are available for your trash. It must be removed from the premises.

Use of the audio-visual equipment is limited to library personnel or their designee.

Neither the Board of Trustees of the Moultonborough Public Library nor the town of Moultonborough shall be responsible for injury to persons or property that occur while the Program Room is being used.

RESERVATIONS

Answers to questions of suitability, availability and procedure as well as applications may be secured at the library main desk.

Completed applications must be submitted to a staff member at the main desk.

Should a meeting conflict with a library program; the library-sponsored program will receive priority.

Cancellation of Program Room reservations is required 24 hours in advance.

If the library is forced to close due to emergency conditions or inclement weather, the responsible party for the group will be contacted.