

Program Room Policy

1. The Program Room was designed specifically for the use of the library for library programs, meetings and displays. The Library and the Friends of the Library takes precedence in scheduling over all other requests for the Program Room.
2. When the room is not being used by the library or its support groups it may be reserved by non-profit, federal, state, or community based organizations, or other organizations or individuals provided the intent is to inform and educate rather than market services. You must be a Moultonborough resident or taxpayer to reserve the room.
3. No telephone banks may operate in the library nor may the space be used as a political campaign headquarters.
4. The room is not open for private functions or personal or family purposes such as weddings, showers, company parties, birthday/anniversary parties, memorial services.
5. The suitability of a program or activity rests with the Library Director and ultimately with the Board of Trustees.
6. Groups using the room must not discriminate against any persons wishing to attend or take part in meetings and events held at the library.
7. Permission to use the Program room does not constitute endorsement of a group's views, philosophy or objectives, by the library.
8. Meetings held in the library and not sponsored by the library are subject to the following rules:
 - a. Hours of Use: The room may be used from 9 AM to 10 PM. Exceptions may be made at the discretion of the Director. For 9 AM reservations, setup and attendee arrival may begin no sooner than 9 AM
 - b. The room will not be available on Sundays or holidays observed by the library or when the library is closed due to circumstances beyond the library's control such as weather or emergency situations.
 - c. Seating capacity is per fire code regulation.
 - d. All activities taking place in the Program Room will be open to the public.
 - e. User groups except for those events specifically sponsored by the library may charge no admission fees, collections, or other fees. Sale of any items will be at the sole discretion of the Library Director.

Rules and Regulations for the Program Room

1. Persons meeting in the library are subject to all rules and regulations of the library.
2. The scheduled program cannot differ from the originally proposed program without approval by the Library Director.
3. No alcoholic beverages may be served.
4. The library is a no smoking facility. Candles and open flames are not permitted.
5. Nothing may be tacked or taped to the walls or other surfaces.
6. There will be no loud noises. Programs may not disturb normal library business and must be confined to the Program Room.
7. 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. Library employees are not responsible for any aspects of setting up or cleaning up for non-library sponsored events.
8. *Damage:* Repair of damage to the facility and/or equipment will be billed to the individual and/or group whose name is listed on the reservation. In case of damage, the individual and/or group will not be permitted to use the facility until damage charges are received by the library.
9. *Audio-visual equipment:* Use of the library's audio-visual equipment may be available upon request. Staff assistance in the use of this equipment may not always be available.
10. *Kitchen facilities:* Use of the kitchen facilities may be made available upon request. The kitchen facility must be left clean, and trash must be removed from the premises. No food should be left, including in cabinets or in the refrigerator.
11. *Publicity:* All publicity for non-library programs must clearly indicate the name of the sponsoring group and shall not be publicized in any way as to imply library sponsorship. Fliers, brochures or other printed information shall remain in the program room and be removed at the end of the function. Questions from the public concerning non-library programs will be referred to the sponsoring person or organization.
12. *Liability:* Neither the Board of Trustees nor the Library or Town of Moultonborough shall be responsible for injury to persons or property that occurs while the Program Room is being used.

Reservations for the Program Room

1. Reservations are made through the Library's website or by calling or coming in and speaking to a library staff member.
2. Individuals reserving the room must have a library card or prove they are a resident or taxpayer of Moultonborough.
3. Groups may only schedule the use of the room once a month. Recurring meetings may receive special permission from the Library Director. The Library reserves the right to adjust reservation limits based on demand. Reservations can be made no longer than six months in advance.
4. A reservation is not complete until the requester of the room reservation receives confirmation from the Library. Submitting a reservation request indicates agreement with the Meeting Room Policy.
5. Should a meeting conflict with a library program, the library-sponsored program will receive priority.
6. Cancellation of Program Room reservations should be made no later than 24 hours in advance and may be done through the online reservation form.
7. The designated person reserving the room must be at least 18 years of age and must be physically present at the event for which they are responsible.