



Holderness Free Library

866 Route 3 P.O. Box L
Holderness, NH 03245
603-968-7066

www.holdernessfreelibrary.org

Meeting Room Policy

The conference/meeting room of Holderness Free Library and the Esther Horstmann Memorial meeting room are available for use by Library cardholders and local nonprofit groups and organizations for civic, cultural, informational and educational purposes. The Library Board of Trustees subscribes to Article IV of the Library Bill of Rights, which states that facilities should be made available to the public served by the library on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting their use.

- These rooms are available for use during library hours. They must be vacated 15 minutes prior to library closing times. Library events and use receive priority in scheduling. Availability of the meeting rooms at all other times is on a first-come first-served basis. Reservations may be made with the Library Director by an individual representing a group by filling out an application. The application and reservation may be reconsidered and cancelled at any time by the Library Director and/or the Library Trustees. The Library Board of Trustees reserves the right to review any or all applications and may demand sufficient time to make proper investigation before granting approval. The limit of attendees for the meeting/conference room is 50. The Esther Horstmann Memorial meeting room has a limit of 15. The Esther Horstmann Memorial meeting room may be used by small groups or individuals and may be reserved by signing up at the circulation desk.
- Refreshments may be served, but alcohol is prohibited on Library property. Limited kitchen facilities are only available for library programs and not for use by other groups unless by special advance arrangement.
- Publicity may not state or infer that the library is a sponsor or co-sponsor of a meeting or endorses the group's politics or beliefs.
- No admission fees may be charged, commercial solicitation, or request for donations may be made except for cost of materials or supplies that are educational, or tuition fees for classes.
- All programs are open to the public. Fund raising events or any kind of solicitation are not permitted unless sponsored by the Friends of the Library or for the benefit of Holderness Free Library.

- Emergency exits must be accessible at all times with aisle arrangements to provide ADA access.
- The meeting rooms must be left clean and orderly.
- Use of audio-visual equipment must be arranged beforehand and the user must be trained in advance and will be held responsible for any damage to equipment.