

INTENDED USES:

The Library's meeting rooms are intended for Library programming and for public gatherings of a civic, cultural, or educational nature. The Library encourages use of the Community Room, Conference Room and Study Room by residents and local groups and organizations, according to the following guidelines and conditions:

1. Priority for Community Room use will be given as follows:
 - a. Library and Library sponsored programs,
 - b. Library related organizations
 - c. Greenland residents and community groups
 - d. Greenland non-profits
 - e. Greenland businesses.
 - f. All other groups may be accommodated on an as-available basis.
2. All meetings held at the Library must be open to the public.
3. The meeting rooms at the Weeks Public Library may not be used for general commercial purposes, i.e. the conducting of regular business.
4. The Library's Community Room(s) is available to Greenland residents and local Greenland non-profit groups and organizations on a first-come, first-served basis provided that meetings do not conflict with Library services and programs, and that they conform to the Meeting Room Policy.
5. Sponsors (Organizers) of meetings held at the Library will be responsible for advising attendees about parking availability at the Library during their meeting.
 - a. Larger groups are encouraged to ask attendees to park at Greenland Central School.
6. Rooms may only be booked by individuals 18 years of age or older.
7. Meeting spaces are not available for social gatherings, for the benefit of private individuals, for commercial enterprises, or any meeting not open to the public.
8. The Library subscribes to the equitable use of its facilities regardless of the beliefs or affiliations of the individuals or groups requesting use. Use of any meeting space at the Library, however, does not constitute any endorsement by the Library of an organization's policies or beliefs. Groups may not imply in their advertising or during meetings that the Library sponsors or supports the meeting, group, or presentation. Groups may identify the Library and provide its address in their publicity for the meeting but may not use the Library's logo nor the Library's phone number. Use/future use of the Library's meeting room(s) will be prohibited if this section is violated.
9. The Living Room is a designated "Adult" area. Individuals under 18 may not use this room without a parent or guardian accompanying them.
10. The Library also provides a Study Room and a Conference Room for use during regular operating hours.
11. Tutoring is allowed throughout the Library.

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- a. If a private room is needed, reservations must be made in advance.

12. Exceptions to the Meeting Room Policy may be made at the discretion of the Director and Library Board of Trustees if deemed in the best interest of the Library and the community. Requests for an exception to the Meeting Room Policy may be submitted 7-10 days prior to the next Trustee meeting. Any questions of interpretation of this policy will be referred to the Library Board of Trustees, and no meetings will be confirmed booked until that Board renders a decision.

MEETING ROOM USE:

1. Reservations may be made by phone, in person, or on our website at: [Reserve a Room | Weeks Public Library](#)
2. Capacities: Room maximum capacities are determined by NH Fire Code and are not flexible or negotiable. Room capacities listed below are maximum capacities.
 - a. The Community Room Combined (A&B) seats up to forty-eight (48) people with no tables.
 - b. Meeting Room A can accommodate up to sixteen (16) people seated.
 - c. Meeting Room B can accommodate up to twenty-four (24) people seated.
 - d. The Conference room can accommodate up to 12 people seated.
 - e. The Quiet Study/Technology room can seat up to 2 people.
 - f. The Living room can accommodate up to 60 people seated.
 - g. Events requiring tables reduce the seating capacity significantly. Please inquire to determine if the Library's rooms can accommodate the event.
3. If partitioned, the Community Room(s) will stay divided throughout the entire meeting. Dividing the meeting room needs to be arranged at the time of application. Room set-ups and equipment will not be changed on the day of the meeting.
 - a. The room divider does not provide soundproofing. Events requiring private, quiet space should be booked accordingly.
4. None of the Library's Room(s) may not be reserved or used on days when the Library is closed to the public, including but not limited to Sundays and legal holidays, unless arrangements are made with the Director at least two weeks in advance.
5. Meetings that are expected to extend past the Library's open hours must be approved in advance. The Library will not allow meeting room use after-hours without prior arrangements. After-hours meetings must end by the agreed upon time.
6. No admittance fee may be charged or contributions solicited while meeting at the Library or using Library space except for Library fundraisers. Fundraising events sponsored by the Library, Friends of the Library, or other organizations affiliated with the Library are permitted.
7. The size of the group cannot exceed the capacity of the specific meeting room. (see 2. above).
8. The Sponsor shall notify the Library in the event of cancellation as soon as possible but no less than 24 hours in advance. Repeated cancellations or unused reservations (2 or more within a 12-month period) will result in denial of meeting room use.

9. Groups wishing to provide food or drinks must disclose this in their reservation request for space. All supplies must be provided by the individual, organization, or group hosting the event.
10. All meeting sponsors must come to the Library and complete and sign a meeting room use agreement.
11. Meeting sponsors must provide an estimated count of attendance
 - a. Registration is strongly encouraged for meetings for planning purposes.
 - b. The Library will turn away attendees once a room's maximum capacity is reached.
 - c. Please see Reservation Guidelines below.
12. **No alcoholic beverages may be dispensed or consumed on Library property.**
 - Users must remove their trash and restore the room to its original condition.
 - Users will be barred from further use of the room if the room is not left in its original condition or if its furnishings are damaged.
 - Users must check in at the Circulation Desk to use these rooms.
 - Reservations will be held for 30 minutes. Forfeited reservations count as the two-hour limit for the day (a no-show sponsor cannot book again that day).
 - The patron who made the reservation must be in the room for the duration of the reservation.
 - The use/reservation of the room is not transferable.
 - The Library is not responsible for items left in any booked space.
 - Any person using any room will be held liable for damage to any Library equipment in that space.

RESERVATION Guidelines:

Non-Library sponsored events held at the Library are referred to as **Meetings**. The Library holds no responsibility for these events and does not sponsor or endorse their activities. Meetings require a Sponsor or Organizer with whom the Library may communicate before, during, or after the meeting.

1. Community Room(s), Conference Room & Living Room:

- The application must be completed and submitted by a resident of Greenland herein referred to as the Sponsor, at least 21 years of age, who shall be personally responsible for the conduct of the meeting, adherence to regulations, and the payment of any fees or charges or any damage to Library property. Set-up time and clean-up time must be built into the amount of time needed for your reservation. The Community Room must be clean and ready to go for the next reservation.
- Conference Room reservations are limited to two hours per person, per day.
- Conference Room use is governed by Director or their designee.
- Reservations will be held for 30 minutes. If the Conference Room is left unoccupied for 30 minutes or more, the staff reserves the right to re-assign the rooms. Forfeited reservations count as the two-hour limit for the day (a no-show patron cannot book again that day).
- The Sponsor must provide an attendee count at least 12 hours prior to the Meeting. Attendance may not exceed a room's maximum capacity.
 - Attendees arriving in excess of a room's capacity must/will be turned away.
 - WPL strongly encourages the use of registration for events as a means of providing accurate counts.
 - Sponsors who do not provide accurate counts in advance of their Meeting may be denied future use of Library space.
- The Community Rooms may be reserved up to 3 months in advance of the meeting to allow flexibility in the arrangement of Library programs. This limit applies to both single and repeat bookings. Community groups may reserve a Community Room no more than 12 times per calendar year unless prior arrangements are made with the Director or Assistant Director.
- The Sponsor shall be in attendance when the Community Room is in use.

2. Study Room:

- The Study Room may be reserved by a student who is a 17 or older.
- An ID may be requested. Permission for use of a room is not transferable.
- Note: the Study Room/Makerspace and the Conference Room are not soundproof, and conversations may be heard by others.
- Study Room reservations are limited to two hours per person, per day.
- Reservations will be held for 30 minutes. If the Study Room is left unoccupied for 30 minutes or more, the staff reserves the right to re-assign the rooms. Forfeited reservations count as the two-hour limit for the day (a no-show patron cannot book again that day).
- Study Room use is governed by the Director or their designee.

3. The Sponsor is responsible for the security, safety and behavior of the group. Children must be supervised by group members, with a minimum of one adult for every five children and pick up of children must be monitored by the group.

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4. The Sponsor will promptly reimburse the Library for any expense or damage resulting from the use of the facility, whether accidental or deliberate. Damage and accidents must be reported to the Director or a designated staff member immediately. Neither the Library Board of Trustees nor the Town of Greenland, shall be held responsible for injury to persons or property that may occur while a meeting room is being used. The Library cannot be held responsible for materials, supplies, or equipment owned by the group and used by them in the Library.
5. Library AV and computer equipment will be set up and taken down by Library staff. The Sponsor is responsible for setting up the Community Room furniture to his/her requirements. The Library staff is not available to assist with this task. All equipment and furnishings used during the meeting must be returned to their proper place (where they were found) when the meeting is over.
6. No custodial services are provided in connection with the use of a Community Room, Conference Room or Study Room. Storage facilities are not provided.
7. All inquiries concerning meetings will be referred to the Sponsor who completed the application. Should the Sponsor cancel the meeting, it is their responsibility to notify audience members of that decision.
8. If the Library has an emergency closure, the Director or their designee will notify the Sponsor as soon as possible prior to the event.
9. Any infraction of any of these rules may result in the loss of meeting room use privileges for the Sponsor, the group, or association. Any false, misleading or incomplete statement on the application form shall be grounds to forbid the use of meeting rooms by the applicant.
10. The Library Board of Trustees and the Library staff reserve the right to deny a reservation request. Applicants have the right to appeal by submitting the Appeal Form.
11. The Library Board of Trustees reserves the right to determine whether any proposed use of a meeting room will require a police detail or other extraordinary police protection, and if so, the anticipated cost thereof which shall be the responsibility of the meeting Sponsor. Payment shall be made to the Library Trustees prior to the event.
12. Library staff telephones are only available to the public for emergency use. Incoming calls will only be relayed to meeting rooms during emergencies.
13. No smoking is allowed on Library property, this includes any device designed to produce the effect of smoking. No open flame is permitted at any time.

This Policy has been reviewed, revised and approved by the Trustees of the Library – 12.06.2024, revised 06.05.2025, revised 06.07.2026

Meeting Room Application

Requests to use a meeting room must be confirmed using the application below.

- Signed in person at Weeks Public Library at least 24 hours before Meeting/Event.

Event Date		
Event Description		
Expected Attendance		
Registration Required?		
Organization		
Address		
Sponsor Name		
Sponsor Phone #		
Sponsor Address		
Sponsor email		
Event Time:	Start:	Stop:
Total Time:	Set up:	Clean Up:

Which room do you wish to reserve:	Room Seating Capacity
Community Room A (CR A)	16
Community Room B (CR B)	24
Conference Room	12
Study Room	2
Living Room – Special Request Only – Seating not available	60

I have read and fully understand the policy pertaining to the use of the Weeks Public Library meeting rooms. I agree to be responsible for complying with the policy and any payments required.

Signature _____ Application Date _____

Weeks Public Library
Appeal for Meeting Room Use

If you believe that your organization meets the guidelines set forth in the Weeks Public Library’s *Meeting Room Policy* and that your request for your meeting was not given proper consideration:

- STEP 1 – Ask for reconsideration by the Library Director if you are not satisfied with the original decision.
An appeal form must be completed and submitted requesting such action.
- STEP 2 – Ask for reconsideration by the Board of Library Trustees if you are not satisfied with the decision of the Library Director. An appeal form must be completed and submitted requesting such action.

A separate appeal form must be submitted for each of those steps. There may be a waiting period for each step so that sufficient time may be given for proper evaluation of your organization’s appeal. You will be notified as soon as a decision is made regarding your appeal.

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Appeal Form for Meeting Room Use

I wish to make an appeal to the

☐ Library Director

I wish to make an appeal to the

☐ Board of Library Trustees

On behalf of the

in order to secure approval of previous application for meeting room space in the

_____ on _____

which has been denied.

Our organization meets the guidelines set forth in the Weeks Public Library's *Meeting Room Policy*.

Comments or additional information:

It is understood that there may be a waiting period in order to allow sufficient time for proper evaluation of our organization's request.

Representative of Group: _____

Name of Organization: _____

Address: _____

Daytime Phone: _____

Mobile Phone: _____

Email Address: _____

Date of submission: _____