



Public Use of Meeting Rooms

Guidelines:

1. The Howe Library meeting rooms include the Mayer Room, the Murray Room, the Rotary Room and two study rooms. Any long term space reservation shall be considered but not assured. Priority for the use of these rooms is listed below.
 - a. Howe Library Sponsored Program.
 - b. Category 1 Groups:
 - Non-profit educational, cultural or civic organizations or associations free and open to the public. Category 1 groups cannot charge attendees or sell items or services.
 - c. Category 2 Groups:
 - For profit organizations, individuals for private events such as birthday parties, slide shows, and other personal use
 - Individuals and organizations, including non-profits, charging for their services or programs.
 - Other organizations or individuals at the discretion of the Library.
2. Application for use will be accepted a maximum of 3 months prior to the date requested for the Mayer, Murray and Rotary Rooms.
3. No reservations will be held or booked until the application form is filled out and approved by the Library. Applicable fees need to be paid in advance to hold reservations.
4. Permission for groups composed of minors (under 18 years of age) to use the library Meeting Rooms will be granted only to adults who accept responsibility for supervising them throughout their activity. This guideline does not apply to the use of the study rooms.
5. The Library reserves the right to cancel or suspend at its discretion any activity which disregards the library's rules and regulations and/or eject any participant engaging in disruptive, destructive, unruly or illegal behavior/conduct.
6. Meeting rooms are a Library resource and should be left the way they were found. All supplies, food, drinks and trash should be removed by user at the completion of the use of the room. Meeting rooms must be left in a neat and orderly condition. For groups not using the kitchen there is a "pack it in, pack it out" policy. A cleanup fee may be charged for rooms left in a disorderly condition. The individual who completes the registration form will be held responsible for damage.
7. Library staff is not available to change the room arrangement or provide support services such as carrying equipment or materials into or around the Library, operating audio-visual equipment or making photocopies.
8. Groups are prohibited from making statements in their advertising or meeting announcements that suggest Library sponsorship or endorsement.
9. Neither the name nor the address of the Library building may be used as the official address of headquarters of an organization.
10. Publicly advertised meetings or programs must be open to all.
11. As per Town Ordinance 32, "it shall be unlawful for any person to Consume, Transport, Carry, or Possess any liquor or alcoholic beverage while within the limits of any way, while on public property, or while on any property owned or leased by the town...". Use of such will result in immediate suspension of violators(s) (October 1988). Anyone suspected of drinking, using drugs or exhibiting behavior considered inappropriate by Library staff will be asked to leave immediately. In addition, as noted by town of Hanover policy, smoking is prohibited as is burning materials or open flames.

Facilities:

Non-profit organizations receive preferential treatment in regard to bookings. The first week of each month will be dedicated to non-profits scheduling their reservations for the next 3 month period. Advance reservations for Category 2 groups will be available the remainder of the month.

The Mayer Room is a multi-use room with a seating capacity for 82. Maximum capacity without furniture, according to fire safety rules, is 177. Wireless access, public address system, VCR/DVD, portable easel and piano are available free charge.

The Mayer Room may be booked as often as once a month. For organizations of 50 members or fewer, application for use should be made a maximum of 3 months prior to the date requested. For organizations of over 50 members, the room may be scheduled beginning June 1st for monthly or annual meetings for the entire year from September 1st through August 31st. The Director may occasionally make exceptions to this 3-month limit or to the one-use-a-month rule.

The Murray Room is for meetings of 30 or fewer. Wireless access, a projection screen, VCR/ DVD equipment, slide projector, and portable easel are available. Kitchen facilities are only available if the Mayer and Rotary Rooms are not being used. Kitchen use for the Murray Room is determined on the day of the reservation.

The Murray Room may be booked as often as once a week for 3 months maximum; application may be made a maximum of 3 months prior to the date requested. For organizations of over 50 members, the room may be scheduled beginning June 1st for monthly or annual board meetings for the entire year from September 1st through August 31st. The Director may make exceptions to the 3 month rule.

The Hanover Rotary Room is for meetings of less than 15. Wireless access is available. This room may be scheduled as often as once a week for 3 months maximum; application may be made a maximum of 3 months prior to the date requested. The room may be scheduled beginning June 1st for monthly meetings for the entire year from September 1st through August 31st. The Director may make exceptions to the 3 month rule.

Fee Structure:

Category 1. No Charge for Howe Library Sponsored Activities, and non-profit educational, cultural or civic organizations or associations for meetings that are free and open to the public. Category 1 groups cannot charge attendees or sell items or services.

Category 2. Other organizations or individuals including:

- For profit organizations,
- Individuals for private events such as birthday parties, slide shows, and other personal use.
- Individuals and organizations, including non-profits, charging for their services or programs.

The Mayer Room charge for Category 2 users is \$50/hr with a 4 hour minimum. The kitchen is included at no charge.

The Murray Room charge is \$40/hr with a 4 hour minimum.

The Rotary Room charge is \$25/hour with a 2 hour minimum.

The Study Room charge is \$2/hour for individuals using the room for tutoring and \$10/hour for individuals using the room for income producing purposes.

Refunds for cancellations will be considered by the Library Director on an individual basis.

Equipment:

The Library has a small charge for the use of the digital projector. It is \$10 for Category 1 users and \$25 fee for Category 2 users. The Library requires the registrant to have compatibility instruction one week before the event. The registrant must make an appointment and bring in his/her portable laptop for this instruction.

Kitchen:

The fee for the use of the kitchen for Category 1 users is \$10, and for Category 2 users it is \$25. There is no fee for the kitchen for Category 2 users who have reserved the Mayer Room.

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This document is to be reviewed at least every three years
The next review is scheduled before May 2011*