Exeter Public Library

Program Room Policy

When the Program Room at the Exeter Public Library is not needed for library purposes, it can be made available for private use by community groups and non-profit organizations engaged in informational, educational or cultural meetings and programs. When a private group has officially reserved the meeting room, members of the public should not expect admittance to that meeting unless they are a member of that group, have been invited to attend the meeting, or the meeting has been publicized as open to the general public. Library Staff reserves the right to deny immediate Program Room access to persons who are not an official community group or organization, or groups who have not gone through the proper channels of reserving the room. Groups will not be denied access to the Program Room, or any other part of the Exeter Public Library, based on their beliefs, ideas or affiliations.

Groups using the Program Room must arrive when the library is open. With prior approval of the Library Staff, groups may continue to use the room after the library has closed, but will not have access to the library itself. When other town space is not available, Town-sanctioned boards and committees may make arrangements to use the room when the library is not open.

The Program Room is not available for purposes where the normal functioning of the library is likely to be disrupted. The room may not be used for purely social purposes or for events where products will be sold or names collected for future sales. Commercial organizations and tutors receiving payment for their teaching are not eligible to use the Program Room.

Organizations that are not meeting to perform business directly related to the Town of Exeter or the Library may reserve the room up to three months in advance and may not use the room more than twice per month without consent of Library Staff. Town-sanctioned Committees, Boards and groups directly affiliated with the library may reserve the room up to twelve months in advance.

Groups are expected to call the library if they will not be using the room as scheduled. Failure to notify the library that a group is not using the room may result in loss of Program Room privileges.

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Procedure for Reserving the Program Room

- Organizations should first contact the library to see if their requested date is available.

- A representative of the organization, who will be attending the meeting and be responsible for the actions of the group at the meeting, must fill out a Program Room Application before the room will be officially reserved.

Program Room Rules

- A representative of the organization using the Program Room must check in at the desk before using the room.

- The Program Room must be left clean and in good condition. Clean up is the responsibility of the organization using the room. When a group is making a craft or providing food, it is expected that they will bring their own cleaning supplies. Set up time and clean up time should be included in the time booked. Failure to clean the program room and remove all trash may result in loss of Program Room privileges.

- The organization using the room may set up tables and chairs as needed. All set up is the responsibility of the organization. All tables and chairs must be returned to where they were when the organization arrived. Failure to return tables and chairs to their proper locations may result in loss of Program Room privileges.

- Commercial use of the Program Room is prohibited, including use by organizations that are making sales or solicitations, or whose primary purpose for holding a meeting is to sell or solicit names for future sales.

- A group may not approach library patrons who are not members of their group on the library grounds or playground for the purpose of solicitation, the handing out of materials or collection of signatures. Community groups that wish to reserve space or in the library where they can be approached by the public for those purposes must be approved by the Library Board of Trustees.

- Admissions fees and fundraisers that are not directly related to the library are not permitted without approval of the Library Board of Trustees.

- The Application for Use must be completed by a person who is responsible for the activities of the organization and is responsible for ensuring that the Program Room rules are followed. In the event that the person on the form is not attending the program, the person responsible should make themselves known to library staff.

- According to the Library's Unattended Children Policy, children under the age of 10 are not allowed in the library without an adult. Parents attending meetings in the Program Room should make child care arrangements or plan to keep their children with them in the program room for the duration of the meeting.

- Excessive noise, banging and repeated opening and closing of the Program Room door is disruptive to normal library business and will not be tolerated. Groups will receive one warning by library staff before being asked to vacate the program room.

- Smoking and alcoholic beverages are not permitted. Only service animals are allowed.

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- Publicity for non-library programs may include the address of the Exeter Public Library, but not the library's telephone number, website or any language or wording that implies that the library is sponsoring or endorsing the program.

- Permission to use the room by organizations that meet on a regular basis is subject to periodic review and may be revoked at any time.

- Permission to use the Program Room will be granted upon the condition that all rules for use are followed. Permission may be revoked for failure to do so. The person who signs the application will be assessed for any damages.

- Use of the library Program Rooms does not imply endorsement by the Library Staff or Library Board of Trustees of the actions, opinions and/or viewpoints presented. The Library Board of Trustees has final authority in granting or refusing permission to use the Program Room.