

Barrington Public Library

Meeting Room Policy

Approved at the Trustee Meeting 06/17/2025

Purpose

Meeting rooms at the Barrington Public Library are intended for library programming and for public gatherings of a civic, cultural, recreational, or educational nature. Room usage is free of charge to registered non-profit organizations serving the citizens of Barrington, provided no admission fee is charged.

All meetings by non-profit organizations or citizens of Barrington are to be open to the public and cannot be reserved for personal use such as weddings, birthdays, and other special occasions. No admission fee, registration fee, donation, or other monetary solicitation may be sought from meeting attendees. No resources, services, or other items may be sold or solicited without written authorization of the Library Administration.

The library recognizes the rights of free speech and free assembly. Permission for a group to use the library space does not constitute an endorsement of the group's philosophy or objectives by the library.

Independent or unrated films may not be shown without prior approval and/or review by the Library Administration (subject to movie licensing laws).

Reservation of Meeting Rooms

Same Day Drop-Ins

Those who drop in and request a meeting room for the same day may do so for a two-hour period. If the room is not needed after the two-hour period has expired, they may check with the front desk to check the availability of the room to continue to use the room. Barrington residents and library cardholders will be given priority over non-residents and non-cardholders.

Organizations and Groups

Priority bookings of meeting room facilities will be reserved for Barrington Public Library programs and activities, or programs sponsored by the library and Barrington groups. Meeting room reservations are granted on a first-come, first-served basis. Due to high demand, repeat reservations may be limited. The Program Room must be booked at least 48 hours in advance. The Barrington Room and all Study Rooms should be reserved at least 24 hours ahead of time. Recurring weekly or monthly meetings can be booked for a maximum of three months at a time. Please note that each meeting room needs to be reserved separately. Any exceptions to this policy will be at the discretion of the Library Administration.

The Meeting Room Booking Form for the Program Room must be submitted to the library for review and approval at least 48 hours before the scheduled meeting or event. This approval

must be confirmed by the Library Administration. For the Barrington Room and Study Rooms, Booking Forms should be submitted no later than 24 hours prior to the event. For the Barrington Room and Study Rooms, the Booking Forms must be submitted no later than 24 hours prior to the meeting or event.

Individuals aged 18 and over may reserve the Program Room for meetings scheduled after library hours. It is important to note that the Program Room is the only meeting room available for after-hours use. All activities conducted in the meeting rooms must be legal and should not disturb other library functions. Users of the meeting rooms are required to adhere to all library rules and policies.

Additionally, all meetings in the Program Room must end by 10:00 PM.

The library reserves the right to relocate meeting room assignments to accommodate all requests. If it becomes necessary for the library to change the time, location, or date of a meeting, the Library Administration will notify the designated contact person at least 24 hours prior to the scheduled program. The library will make every effort to provide groups with as much advance notice as possible.

Additionally, the library retains the right to cancel any meetings due to inclement weather, power outages, or other dangerous situations. In such cases, the Library Administration will inform the contact person listed on the Meeting Room Booking Form.

Meeting Room Fees

Program Room: \$100.00 for non-residents and for-profit organizations. There is a \$50.00 refundable deposit required for all after-hours use of the Program Room. **Please note that the Program Room will not be available for after-hours usage until the fall of 2025.**

Barrington Room: \$30.00 for non-residents and for-profit organizations.

Small Study Rooms: \$5.00 per hour for non-resident, for-profit tutoring.

These fees are applicable to all non-residents and for-profit entities seeking to utilize these facilities.

Procedure:

Equipment

If you require any audio-visual equipment, we kindly ask you to include this in your paperwork prior to booking the room. Please note that we will not be able to make any last-minute requests for audio-visual gear on the day of your event.

While our library staff are eager to assist you, they cannot set up or troubleshoot personal technology devices. If you would like to utilize the library's audio-visual and technology equipment, we encourage you to schedule an appointment with our staff. This way, you can explore the available options and ensure everything will seamlessly integrate with your devices.

Additionally, you can reserve tables and chairs in advance. As the organizer, we trust you'll help maintain our space by returning all furniture and equipment to their designated spots (a

chart will be provided for guidance). Please remember, personal items should not be stored in the library without prior approval.

Kitchen Facilities

The Program Room offers limited kitchen facilities. You'll find a compact college-sized refrigerator, a microwave for heating food, and a Keurig coffee machine for brewing coffee, all aimed at enhancing your experience.

Note

To maintain a positive environment, please follow library rules and properly use meeting rooms. Failure to do so or not cancel a reservation with at least 24 hours' notice may result in a one-year ban from using the meeting rooms. Thank you for your cooperation!

Notice of Events

Please submit your promotional flyers to the library staff at least one week before your event. Groups must not imply in advertising or during meetings that the library sponsors their event without written permission from the Library Administration. Misrepresentation could lead to a one-year ban on room rentals. Let's collaborate to promote your events responsibly!

Special Security Costs

If the Library Administration determines that extra security or police presence is needed for a meeting room, the reserving group must pre-pay all associated costs. Please submit proof of this security at least 48 hours before the event to ensure a safe and successful gathering.

Liability

RSA 202-A:24 OFFENSES AGAINST LIBRARIES

“Any person who shall willfully or maliciously deface, damage, or destroy any property belonging to or in the care of any gallery or museum or any state, public, school, college or other institutional library shall be guilty of a misdemeanor. Any such person shall forfeit the use of such as library, gallery, or museum, three (3) times the amount of the damage sustained to be received in an action in the superior court.”

Draft

Approved by the Barrington Public Library Board of Trustees: _____(date)