

TOWN OF NEWBURY



NEWBURY PUBLIC LIBRARY
Tel. (603) 763-5803

NEW HAMPSHIRE
INCORPORATED 1778

P.O. Box 245
NEWBURY 03255

Form: Rules for Program Room Usage

Adopted By: Library Board of Trustees	Revision Number:
Approval Date: 06/12/2024	Revision Date:

1.0 Rules for the Program Room¹

- a. All users must adhere to the Library's internet use and behavior policy. Persons who misuse the space will be asked to leave.
- b. The scheduled program cannot differ from the originally proposed program without approval by the Library Director.
- c. No group may imply in its publicity that the Library has sponsored or supported its meeting unless prior written permission has been given by the Library Director in writing.
- d. Attendance may not exceed the posted legal capacity.
- e. There will be no loud noises. Programs may not disturb normal Library business and must be confined to the Program Room.
- f. Nothing may be tacked or taped to the walls or other surfaces. No amendment, alteration or addition shall be made to the Library's system components (electrical, lighting, network wiring, heating, doors, physical structure or layout) by any user.
- g. Storage of materials before or after the usage times is not allowed.
- h. No open flames or candles may be used in the Program Room.
- i. All activities taking place in the Program Room will be open to the public.
- j. Youth groups must have an adult sponsor and at least one adult (aged 21 or older) in attendance.
- k. The Program Room should be left in a clean and orderly condition. Groups are responsible for setting up chairs and tables if necessary and returning them to their original location after the meeting.

¹ Please also refer to the Library's Program Room Usage Policy (Policy 21).

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- l. Use of kitchen facilities: If the kitchen facilities are going to be used, that must be stated on the reservation application with an explanation of the intended use. The kitchen facility must be left clean, and trash must be removed from the premises. No food should be left in the refrigerator.
- m. Use of the Library telephone is limited to emergencies only.
- n. The Newbury Public Library Board of Trustees and their employees and agents are not liable for any claims concerning the use of the Library Program Room.
- o. Reserving the Program Room will be considered a group's understanding of, and agreement to follow these rules and regulations.
- p. No person or group may assign its reservation to another person or group. Cancellations will be accepted from the original applicant only.
- q. If, in the opinion of the Library Director, the presence of a police officer is necessary or advisable, the group using the Library Program Room shall hire one or more at their own expense.
- r. No meetings may be held in any of the Library's public service areas.
- s. At no time may emergency exits or handicapped parking spaces and entrances/ramps be blocked by vehicles or other objects.
- t. The Program Room may not be used for fund-raising functions except for Library-related events. No fees, sales of any kind, or solicitation of funds will be allowed for any non-Library sponsored function.