



Leach Library **Meeting Room Policy**

Leach Library welcomes the use of its meeting room for activities of a civic, cultural or educational nature and for the discussion of current public questions.

1. Priority is given to the Leach Library's programs and to the activities of the Leach Library Board of Trustees. Organizations serving Londonderry agreeing to the terms outlined below are welcome to meet in this room during library operating hours when it is not being used by the library or by library organizations. All meetings held by non-library groups or organizations must conclude fifteen (15) minutes before the library closes.
2. All applicants must be adult Leach Library cardholders in good standing. This requirement may be waived at the discretion of the Library Director.
3. Due to limitations of the facility, use of the meeting room is restricted to groups that are based in Londonderry or substantially serve Londonderry.
4. All attendees must abide by the Leach Library Behavior Policy. The meeting room is not available for purposes where, in the judgment of the Library Director, disorder may be likely to occur.
5. The meeting room shall be used for non-profit purposes regardless of the beliefs or affiliations of their members. It shall not be used for conducting business or commercial transactions or for the personal profit of the applicant.
6. Upon adequate notice and for adequate reasons, the library reserves the right to revoke permission to use the meeting room.
7. An *Application for Use of the Leach Library Meeting Room* should be submitted to the library at least one (1) week prior to the requested date(s). The room may not be used without the approval of the Library Director.
8. No fees may be charged for the use of the meeting room nor may a collection be taken. The only exceptions are in the case of a paid registration at a workshop or institute co-sponsored by the library, or payment of fees for education classes sponsored by a nonprofit organization. All meetings must be free and open to the public.
9. Non-library organizations may reserve the room for recurring meetings on a limited basis. The room may be booked once per month, and dates may be requested up to three (3) months in advance. Dates are reserved on a first come, first served basis.
10. The maximum room occupancy is 102 individuals with chairs or 47 individuals with chairs and tables. Per the Londonderry Fire Department, this cannot be exceeded.
11. Youth groups under the age of 18 must have an adult sponsor (21 years of age or older) and one adult in attendance for every 15 young people present.

12. No commercial use is permitted. No products may be sold. Only the sale of books by the author themselves will be allowed, as long as the author is providing a service that is sponsored by the library. Organizations or presenters of programs are able to pass out business cards with a business description, location, and contact information. A sign-up sheet may be available if participants request any additional information on products or services discussed. Organizations or presenters may not pass out literature describing products or sales opportunities. Organizations or presenters may not require or ask for pre-registration. The library may require pre-registration if there is a concern that the room will be overbooked. The library shall not share the list of registrants with the presenter of the program. The organization or presenter will be responsible for the actions of anyone in the program violating these rules.

13. Only light refreshments and snacks may be served. No alcoholic beverages or open flame.

14. The meeting room must be left in a neat and orderly condition. If not, a written notice will be given to the group. A second offense will result in its being denied further use of the meeting room.

15. Nothing may be affixed to walls or furniture, including but not limited to, tacks, tape or nails.

16. Set up and clean up of the room is the responsibility of the group. The room must be returned to its original set-up.

17. The library does not provide audiovisual equipment. Town-sponsored boards and commissions may use the library's meeting recording equipment. It is the applicant's responsibility to operate the equipment appropriately, deliver meeting recordings to the Cable Department, and report equipment failures to the library staff. Recording requests for non-meeting events offered by Town-sponsored boards or commissions may be approved at the discretion of the Library Director.

18. No smoking in the meeting room or anywhere in the library.

19. If unable to use the meeting room on the specified date reserved, please call the library as soon as possible to cancel the reservation. If the room is reserved and not used two times without adequate notice, the meeting room will be re-assigned.

20. The library assumes no responsibility whatsoever for personal injury to any member, affiliated person, guest, invitee, or licensee of the using organization, its members, affiliated persons, guests, invitees, or licensees. The using organization and its members assume and shall bear full responsibility for loss of, or injury and damage to, any property of the Leach Library as shall be caused or inflicted by the using organization, its members, affiliated persons, guests, invitees, or licensees.

21. An approved *Application for Use of the Leach Library Meeting Room* does not constitute a library endorsement of the organization, the meeting content, or the views expressed by participants.

Leach Library, Londonderry, NH

Adopted by the Board of Trustees on 4/9/2024; revised 3/5/2025