

Richards Free Library Meeting Room Policy

Richards Free Library 58 N. Main Street Newport, NH 03773

The Richards Free Library Board of Trustees offers four meeting rooms for use by community members. The **Hale Room** has space for groups of up to ten people, the **Yeomans Room** up to eight people, the **Orange Room** up to eight people and the **Ballroom** is available for groups up to fifty people with approval of the Library Director.

These rooms are available free of charge to local nonprofit organizations engaging in educational, cultural, or charitable activities or events, although donations to help with the upkeep of rooms are always welcome. These rooms can be reserved by contacting the Library. Library sponsored events and activities are given priority.

These rooms are offered to commercial organizations or for private social functions. The **Ballroom** is available for \$50.00 a day. The **Hale Room, Yeomans Room and Orange Room** are available for \$20.00 a day.

Rules Governing Use of Library Rooms

1. The responsible person must be 18 years of age or older.
2. Rooms may be reserved for no more than once a month by one organization. Exceptions to this rule may be approved by the Library Director.
3. Reservations can be scheduled up to six months in advance.
4. The Library reserves the right to cancel any reservation in case of emergencies.
5. The Library reserves the right to revoke the use rooms at the discretion of the Library Director.
6. Any organization renting a library room is responsible for letting it be known that their meetings or events are **NOT ENDORSED BY THE LIBRARY**.
7. Rooms are only available during regular library hours.
8. Rooms must be left clean and orderly or a fee will be charged.
 - a. All rubbish must be removed.
 - b. Furniture replaced to original position.
 - c. Windows closed and locked.
 - d. Floors swept or mopped if necessary.
 - e. Bathroom cleaned if necessary.
 - f. All lights turned off.
 - g. Nothing may be attached to the walls of any meeting room.
9. No alcoholic beverages may be served at non-library events.
10. No smoking is allowed on library property.
11. Groups or organizations using the library rooms are subject to all Library rules and may not disturb others.
12. The Library must be notified as soon as possible of cancellations.
13. The Library does not provide audio-visual equipment.
14. Individuals must provide proof of a certificate of insurance before approval. One day liability insurance can be purchased through TULIP:
<https://tulip.ajgrms.com/>

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How to Reserve a Room (as a commercial organization or for private social functions).

1. Fill out a Room Reservation Form.
2. Submit the Room Reservation form to the Library with the room rental fee and a copy of certificate of insurance.
3. All reservation requests depend upon room availability and the discretion of the Library Director.
4. Contact the Library Director (603-863-3430) with any questions.

Room Reservation Form

Name _____

Address _____

Telephone # _____ email _____

Requested Room *circle one*

Hale Room

Ballroom

Yeomans Room

Orange Room

Date Reserved _____

Proof of Insurance (Copy of rider to be attached) Yes No

I have read and understand the terms of use of this Meeting Room Policy as set forth by the Richards Free Library. I understand that failure to comply with any of these terms results in forfeiture of the refundable deposit and possible denial of the future use of these facilities.

User of any of the Richards Free Library rooms shall protect, save and keep the Richards Free Library, its agents and employees harmless and indemnified against any and all liability, loss, cost, damages, or expenses arising out of any accident or other occurrence on the demised premises, causing death, injury or damage to any person or property due to any act or neglect of the User its agents, employees, assigns, invites or licensees.

Signature of Applicant _____

Date _____