

MEETING ROOM POLICY

The James E. Nichols Public Library provides access to its meeting room for the public in keeping with the spirit of its benefactor, James E. Nichols, to be free and open to all.

- To reserve the meeting room, you must be a library card holder in good standing and be at least 18 years of age. Center Harbor patrons and residents will be given priority. Contact the library director to make reservations.
- The meeting room is free of charge and is available only during regular library hours. All meeting room use must end 30 minutes prior to library closing time. Admission fees, sales, fundraising, or collections are not permitted. Use of the meeting room shall not disrupt library operations or other library users. The library meeting room is not available on any day between the hours of 1:30pm and 2:30pm. Library events take precedent over all other events.
- All applications for the room are made at least 2 weeks in advance.
- The meeting capacity of eight people will be agreed upon. If capacity is exceeded, the group must come into compliance or have the room reservation terminated. A maximum of two reservations per month is allowed per group to ensure fair access for all users.
- Groups are responsible for their own publicity and promotion. All promotions for the group must be labeled “not a library sponsored event” and must include your group’s contact number. The library cannot be the contact.
- Permission to use the meeting room does not constitute library endorsement.
- The suitability of the program rests with the library director and the board of trustees.
- Individuals using the room must comply with all library policies and will immediately cease actions deemed in violation of these policies. Access to rooms may be denied for any individual who violated our policies in the past.
- The meeting room shall be left in the condition in which it was found. Nothing can be hung on any walls or ceiling. Damage to library property or equipment is the responsibility of the group reserving the room. Charges for damage will be assessed accordingly.
- No food or beverages allowed.

- Use of the room as a place to conduct regular business or business meetings is not allowed.
- Any group showing a film must have permission or licensing to do so. These films cannot violate library policy.
- We cannot provide any storage space for groups. The library is not responsible for any lost, stolen, or damaged materials or equipment left in the room.
- Use of alcohol, drugs, or tobacco is prohibited.
- Cancellations must be made at least 24 hours in advance. Failure to cancel in a timely manner may result in the loss of future privileges.

*Approved by Board of Trustees 09/23/2024
Replaces Facility Use Policy dated 06/27/2022*