

East Kingston Public Library  
East Kingston, New Hampshire 03827

PUBLIC USE POLICY

The Board of Trustees of East Kingston Public Library allows the use of its designated meeting area(s) by individuals, non-profit organizations and community organizations for cultural, educational, intellectual, civic, philanthropic, charitable, and recreational purposes. Any individual or group may use the designated meeting area(s) during non business hours provided the criteria in this policy are adhered to. To use the designated areas, a Public Use Application must be submitted to the Library Director for review and approval. Applications must be submitted one month in advance of the requested usage date. Usage is limited to twice per month. Exceptions to the twice per month limitation may be requested but are subject to further approval by the Library Director or Board of Trustees. Applications are available at the library or on [www.eastkingstonlibrary.org](http://www.eastkingstonlibrary.org).

The library does not discriminate based on gender, age, handicap, or race. Authorization to use the library's facilities does not imply the library, its staff, or board of Trustees endorsement of the individual(s) or organization(s) using the facility.

Listed below are directives governing the use of library meeting areas. Failure to comply with these directives may result in the withdrawal or approval for future meeting area use.

1. Use of designated meeting area(s) for library programs takes precedence over other uses.
2. Applicants must be East Kingston Residents aged 18 and over. Non East Kingston applicants must be sponsored by an East Kingston resident.
3. All meetings held during regular library business hours shall be open and free of charge to the public. A fee for materials may be charged for participation but not required for attendance. The meetings of private or member-restricted organizations must be held while the library is closed. The library does not govern whether these organizations assess fees to its attendees.
4. Meetings held when the library is closed are subject to a \$30/hour fee (minimum charge) plus seven dollars and fifty cents (\$7.50) for each additional quarter hour to cover staffing. Twenty dollars (\$20.00) is due when reserving meeting area. Any additional payment is due at the end of the meeting. Three working days are required for cancellation. Cancellation within three days for the event will forfeit the reservation fee (\$20.00). Non-profit local community organizations may request a fee waiver subject to approval by the Board of Trustees.
5. Attendance at meetings may not exceed Library capacity restrictions.
6. Individuals or groups using the facilities are required to provide proof of liability for a minimum of one million dollars (\$1,000,000). Insurance certificates must be attached to the application. Individuals or groups using the facilities shall also secure any necessary performance licenses and indemnify the library for any failure on their part to do so.
7. No goods or services shall be promoted, sold, or exchanged upon the premises, or by sample, pictures or descriptions during business hours or Library sponsor programs. Exceptions to this policy may be

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made at the discretion of the board of Trustees as deemed appropriate in the interests of the library and the community. Further, the Library Director may make exceptions for seminars, lectures and program held in cooperation with the Library, or for adult education courses sponsored by an established educational non-profit institution.

8. Groups are prohibited from making statements in their advertising or meeting announcements that suggest Library sponsorship or endorsements. Groups are further required to include the following written statement in their advertising: "This program is not a Library sponsored program." No group or organization may list the Library's address as its mailing address or phone number as its contact unless permission to do so is received from the Library Director.
9. Groups of children must be supervised by one adult for every six children. Parents, guardians, or caregivers attending a program in the designated meeting area(s) with children must comply with the East Kingston Public Library Child Safety and Unattended Children Policy.
10. Groups are requested to orient their members to the exit routes available in case of an emergency.
11. No animals except those trained to assist the disabled are allowed in the building.
12. Smoking and the use of alcoholic beverages are not permitted anywhere on the Library premises.
13. Food and drinks are restricted to the Children's area.
14. Request to borrow library equipment must be made on the Library Public Use Application form. Any equipment brought into the library must be approved in advance.
15. The Library is not held responsible for the security of property owned by individuals or groups using the designated meeting area(s).
16. Designated meeting area(s) must be left in a clean and orderly condition, and furnishings must be returned to their original positions. All display materials must be removed from the premises. Affixing any items to the Library walls, windows, or doors via the use of tacks, tape, glue or any other adhesive/non-adhesive material is strictly prohibited. Users of the designated meeting area(s) will be liable for the cost of repair or any damage to the facility and/or janitorial services required. Charges will be billed to the Applicant Sponsor.
17. The Library does not supply consumable supplies such as paper, pens, tape, markers, etc.
18. The Library reserves the right to close the building for safety reasons (e.g. bad weather), or for unforeseen emergencies.

East Kingston Public Library  
47 Maplevale Road  
East Kingston, New Hampshire 03827  
(603) 642-8333

Date of Application: \_\_\_\_\_

Name/Applicant Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization/Group: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Non-Profit Yes No (circle one)

Nos. of Attendants (est): \_\_\_\_\_ Start time: \_\_\_\_\_ Duration: \_\_\_\_\_

Description of event/activity: \_\_\_\_\_

Will you be charging a fee for materials or supplies? Yes No (circle one)

If yes, please specify: \_\_\_\_\_

Are there any library materials or equipment needed? Yes No (circle one)

If yes, please specify: \_\_\_\_\_

Will you be bringing your own materials or equipment? Yes No (circle one)

If yes, please specify: \_\_\_\_\_

\_\_\_\_\_ Attached proof of insurance

**CERTIFICATION**

This certifies that I have read and understood the Public Use Policy of the East Kingston Public Library and that all applicable directives therein will be strictly followed. I have the authority to represent the organization/group listed above. I understand I will be billed for any damages to Library property while this organization/group is utilizing the Library.

Date: \_\_\_\_\_ Authorized signature: \_\_\_\_\_

**For Office use only**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_