

Reuben Hoar Library
Meeting Room Use Policy and Procedures

The Reuben Hoar Library may be used for meetings of groups not related to the library under the following conditions of use.

1. All meetings shall be open to the public.
2. Meetings will be scheduled on a first-come, first-served basis.
3. In order to allow a variety of groups use of the rooms, a group may have only one meeting reservation at a time. Once a meeting is over, the group may book a future meeting.
4. Programs sponsored by the library and the Friends of the Library shall have priority in scheduling.
5. Any group sponsoring a meeting must be a non-profit organization. Use of the meeting room for commercial purposes will not be allowed.
6. Because the Reuben Hoar Library does not support any specific religion, meetings of groups for religious purposes are not permitted.
7. Building safety considerations restrict the size of groups in the Couper Meeting Room to 50 people.
8. Groups shall return the area to the condition in which they found it.
9. Meetings scheduled in the small meeting and conference rooms must begin when the library is open and end at least ten minutes before library closing time. Meetings scheduled in the Couper Meeting Room which begin during normal library hours, may continue after the library has closed. Meetings in the Couper Meeting Room may be scheduled when the library is closed under the following additional conditions:
 - a. The responsible person picks up a key on the day of or the day before the meeting is scheduled.
 - b. The name and phone number of the responsible party is required along with a refundable key deposit of \$50.00.
 - c. The key must be returned in person on the first day the library is open following the scheduled meeting, eg. Monday morning for a Saturday evening or Sunday meeting, Tuesday morning for a Monday meeting.
 - d. If the key is returned in a timely fashion and the room has been left in acceptable condition, the deposit will be returned when the key is returned.
10. The person making the reservation for the space shall be responsible for seeing that the above conditions are followed.
11. Permission for a group to meet in the library does not in any way constitute or imply an endorsement of the group's policies, beliefs or program by the Reuben Hoar Library or by the Board of Trustees.

Parking:

You will find it most convenient to park in the rear of the building if you are attending a meeting in the Couper Room.

Entrance:

The person in charge of the meeting should ask to have the room unlocked. Attendees may enter the Couper Meeting Room through the door at the rear of the building or through the library. Other meeting rooms are accessible only through the library. **Meetings scheduled in rooms other than the Couper Room must end ten (10) minutes before the library closes.**

Room Set-up:

Plan to set the room up for your meeting and restore the meeting room to its previous condition following your meeting.

Restrooms:

Restrooms for the Couper Room are directly across from the meeting room. Participants in meetings held in other rooms will find restrooms on the main floor.

Children:

Children should not be left unattended in the meeting rooms or in the library while their adults attend a meeting. While we like to believe the library to be a safe place, it is a public building open to everyone. Library staff members cannot provide child care services.

Kitchen:

The Couper Room kitchen contains a sink, small refrigerator, a 36-cup drip coffee maker, and a single burner hot plate. It is intended for the serving of light refreshments. You will want to provide your own refreshments and serving supplies such as paper plates and napkins. The supplies in the cabinets belong to the Friends of the Reuben Hoar Library.

We ask your cooperation in cleaning up after your meeting. We have a temperamental drain in the sink that balks when even small pieces of food are allowed to fall in. Please help us avoid calls to the plumber. **Be sure that all small electrical appliances are unplugged.**

Staff Area:

The staff area behind the meeting room kitchen is reserved for library staff only.

Exit:

Please note the fire exits if you are in charge of a meeting. If a meeting in the Couper Room extends beyond library closing hours, participants will need to leave by the rear door. The staff will leave the door in the locked position when they leave the building. The person responsible for the meeting should turn out the lights and check to be sure that the outside door is locked as s/he leaves. If there is a problem locking the door, telephone the Littleton Police Department.

Help:

Feel free to call on the library staff should you need help with regulating the temperature or with any other matter. You may use the intercom from the Couper Room. Instructions for its use are posted next to the telephone.