

# Rice Public Library Meeting Room Policy

Revised February 2023

## 1. Purpose

The public is welcome to meet at the library. Meeting Rooms are available at no cost and during normal hours of operation. Reservations may be made for dates within the next 30 days. No recurring reservations may be made (i.e. once a week, once a month, etc.). Individuals, nonprofits, civic organizations, community organizations, and businesses are all welcome to use our meeting spaces. Priority for Meeting Rooms will be given to Library- and Town of Kittery-sponsored events. After such space needs are met, the Meeting Rooms are available for use by the public. No Library campus property may be used for religious or political campaign activities. Elected officials may meet with their constituents with the Library's prior approval if space is available.

## 2. Approval Process

All Meeting Room reservations are subject to approval by the Library Director and will be set to a status of "Pending" until reviewed. Once approved, you will be notified by email that your reservation is set to a status of "Approved." If you need help using our online reservation system, accessible through our website (<https://ricepl.librarycalendar.com>), or if you would like to reserve a Meeting Room over the phone, please call the front desk at 207-439-1553, extension 1.

## 3. Publicity

No group will imply in its advertising that the Library has sponsored or supported its meeting(s) or group.

## 4. Meeting Rooms Available for Reservations

For a full list of each Meeting Room's amenities, please visit our online room reservation system:

<https://ricepl.librarycalendar.com>

- a. Business Center
  - i. The Business Center is perfect if you work from home and need a change of scenery! The room has a conference table that fits 5 people comfortably, and a wall-mounted television that can be used as a projection screen.
  - ii. Capacity: 1-5 people
- b. Community Room (Sections A & B)
  - i. The Community Room can accommodate up to 50 people in auditorium-style seating, and 25-30 people in table arrangements. The room is hardwired with a projector, projection screen that can be raised and lowered, and speakers. It is located on the ground floor of the library and is fully accessible.
  - ii. Capacity: 2-50 people
- c. Makerspace (Section C)
  - i. The Makerspace is a meeting and activity center for groups of up to 20. The room comes equipped with a sink, cabinets, and a wall-mounted television that can be used as a projection screen. The Makerspace is located on the ground floor of the library and is fully accessible.
  - ii. Capacity: 1-20 people
- d. Community Room + Makerspace (Sections A, B, & C)
  - i. This room opens up the wall between the Community Room and Makerspace to create a space that fits up to 90.
  - ii. The front of the room has a hardwired projector, projection screen that can be raised and lowered, speakers, and an external door. The back of the room has a

sink, counter space, cabinets, and a wall-mounted television that can also be used as a projection screen. The Community Room is located on the ground floor of the library and is fully accessible.

iii. Capacity: 20-90 people

## 5. Other Rooms and Available on a Walk-In Basis

- a. Study Room
  - i. The Study Room is located in the Young Adult area on the top floor and has a small table and four chairs. Due to this space's priority for teens and young adults, this room cannot be reserved.
- b. Game Room
  - i. The Game Room is located in the Young Adult area on the top floor and has 3 chairs and a low ottoman-style table. With our collection of tabletop games (for in-Library use) on the shelves just outside, this space is ideal for small groups to play games or study. Due to this space's priority for teens and young adults, this room cannot be reserved.

## 6. Usage Agreement and User Responsibilities

- a. Each individual or group accepts responsibility for the conduct of themselves and/or the members of the group during building usage.
- b. A representative from each group must be designated as the person responsible for coordinating the meeting or program and for assuring that the gathering **ends at the designated time.** That person's phone number, address, and email address must be on the application form.
- c. No smoking, vaping, or alcoholic beverages are allowed in the Library or anywhere on Library grounds.
- d. Only light refreshments may be served and no food or drink may be kept at the Library either before or after the gathering, as the Library does not have a public kitchen or refrigerator.
- e. We maintain a "carry-in, carry-out" policy for all materials, including recyclables and trash beyond reasonably small items that fit in the available trash can.
- f. Each group is also responsible for leaving the space in the same orderly condition it was found in.
- g. The Library assumes no responsibility for the safety of any private property brought onto the premises, and no storage of non-Library property is permitted.
- h. Gatherings must end and Meeting Rooms must be vacated 15 minutes before the Library closes.
- i. **The Meeting Room will be inspected by a staff member after each use.** Any damage to Library property resulting from a meeting or program will be the responsibility of the organization or individual using the Library.
- j. Please be respectful of other Library users and keep noise to a reasonable level.

## 7. THE LIBRARY RESERVES THE RIGHT TO ALTER THIS POLICY AS DEEMED NECESSARY.