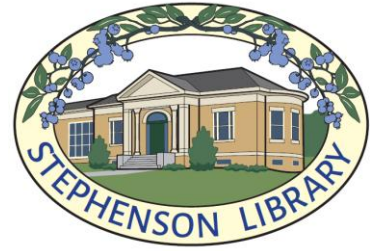


# Stephenson Memorial Library

761 Forest Road  
Greenfield, NH 03047  
Tel: 603-547-2790  
Email: [director@stephensonlibrary.org](mailto:director@stephensonlibrary.org)



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## Meeting Space Policy

1. The library offers meeting spaces for civic, cultural and educational activities, especially those of interest to the citizens of Greenfield. While there is no charge for the use of this space, a monetary or in-kind donation may be made. Please see the Library Director for more information.
2. Library programming will have priority scheduling.
3. Any non-library programming requires a certificate of Liability Insurance, with a separate Endorsement, if necessary, that insures the Stephenson Memorial Library and the Town of Greenfield from any and all liability arising out of the use of library or town premises. In addition, the group shall defend, indemnify and hold harmless library and town against all demands, claims, liabilities and actions for damages of any kind, and attorney's fees and costs, arising out of the group's use of library or town premises. Please see the Library director for more information.
4. Reservations must be made at least one week in advance with the Library Director. Permission for the use of the library **does not** constitute the library's endorsement of the group's philosophy or objectives.
5. Any group or individual using the library shall leave it in good order. Light refreshments may be served and shall be provided by the group. The library enforces a carry in, carry out policy. No trash is to be left in the library. Nothing is to be attached (by any means) to the walls, floors, ceilings, doors, etc. without permission of the Library Director. Contact person will assume responsibility for the opening and closing of the library space and for the condition of the room at the end of the meeting.
6. Groups will be charged for loss or damage to library property that results from their use of the meeting space.
7. A minimum of two responsible adults over the age of 21 must accompany a group of persons under the age of 18. A ratio of 1:8 is preferred.
8. The library assumes no responsibility for private property brought onto the premises.
9. No alcoholic beverages are permitted anywhere on library property.
10. Smoking is prohibited anywhere within or on the library premises.
11. Folding tables and chairs are available. Tables must be covered to protect surfaces. The group using the meeting space is responsible for the set-up and takedown of the tables and chairs.
12. Groups are expected to turn **down** the heat to 50 degrees, close and lock all doors and windows, and turn **off** the lights before leaving. All appliances must also be turned off. A fine of \$25 may be charged if the heat has not been turned down.

13. The library popcorn machine may be used with permission **only after** a responsible adult has had instructions for its proper operation. Please see Library Director for more information.
14. A meeting space key must be checked out onto a patron library card in good standing. A key is available for checkout during regular library open hours.
15. The Library Director reserves the right to deny use of meeting space to any group or persons who do not abide by this agreement or who cause damage beyond normal wear and tear to the facility.
16. The library reserves the right to alter this policy as deemed necessary by the Board of Trustees. Anyone using the meeting areas **must** read and sign this statement, releasing the library and staff from all liability.

Accepted by the Library Board of Trustees, May 6, 2015

**I HAVE READ AND AGREE TO THE POLICY GOVERNING THE USE OF  
ALL MEETING SPACES AT THE STEPHENSON MEMORIAL LIBRARY.**

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**ORGANIZATION**

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**CONTACT PERSON**

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**TELEPHONE NUMBER**

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**DATE**

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**ADDRESS**

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**MEETING DATE & TIME**