

Facility Usage Policy

1. To achieve the goal of good library service, the Board of Trustees accepts the responsibility of ensuring that the public library building facilities will meet the physical requirements so that high quality services can be provided.
2. The Board of Trustees accepts the responsibility of securing funds needed for the facility and its operation.
3. The community bulletin board at the Library is used to provide the general public with information about programs, cultural events and resources available in the immediate area and throughout the state (space permitting). Any commercial use will be limited to a posting of 30 days. The Director will attempt to display this material in an equitable manner. The Director may refuse to post any information if, in his/her discretion, is deemed to be inappropriate, including but not limited to postings containing profanity or obscenity of any kind. Any group or individual whose materials have been refused by the Director may appeal the decision to the Library Board, which will address the issue at its next, regular Board meeting.
4. Meeting space in the library may be available during library hours and may be reserved for use by educational, civic, cultural, and governmental groups at no cost.
5. The Langdon Library offers a number of rooms and spaces which are available to support Library Programming and for other uses. The facilities include:
 - Two small *Quiet Rooms* (table, chairs, digital display and connectivity – maximum capacity 8)
 - *Heritage Room* (table, chairs, digital display and connectivity – maximum capacity 12)
 - *Adult Program Area/room* (digital projector, presentation facilities, flexible seating and setup – maximum capacity 25)
 - *Children's Program Area/room* (digital display, flexible space for seating and programs, connectivity – maximum capacity 22)
 - Informal areas (comfortable seating, tables and chairs)
 - *Outside Patio* (no restroom facilities)
 - The Library as a whole (maximum capacity 128)
6. Please note that the naming of the different areas does not restrict their usage. Adults may use the Children's area and Children may use Adult areas depending on the requirements of users.
7. The public is encouraged to utilize the facilities rooms/areas within the guidelines, rules and policies of the Langdon Library, as adopted by the Langdon Library Board of Trustees and interpreted by trustees, the Library director and Library staff.
8. In the case of scheduling conflicts, the following order of preference will determine the use of facilities:
 - Langdon Library programming

- Official Newington Town business
- Langdon Library patron use
- Newington business and resident use
- Other uses

9. Reservations are not required but are suggested for different rooms and areas. Reservations may be requested at the Library Circulation desk, the Library Website and by telephone (603-436-5154) or email to info@LangdonLibrary.org.

10. Reservations are on a first come, first served basis within the constraints of the preference and usage policies.

11. Recurring reservations will be accepted. Non-use of a reservation may be considered as a factor in determining or altering current usage or future reservations.

12. A responsible representative (Single Point of Contact) will be specified for the reservation. All communications concerning a reservation or use will be channeled through the Single Point of Contact.

13. The Board of Trustees or Director may change or alter a reservation to support:

- Facility availability (i.e. Library closure, weather, construction, conflicts with other programs)
- A use which is higher on the precedence list
- Other – as needed

14. Every effort will be made to reschedule and/or provide alternate arrangements and to avoid last minute changes.

15. The interior facilities (everything but the patio and external grounds) are to be used during the normal open hours of the Library. Usage at other times will be considered on a case-by-case basis. A Trustee, staff member, or other authorized person will be responsible for opening and closing of the facility.

16. A fee may be required to off-set facility and other costs as determined by the Library Board of Trustees. A schedule of fees will be available at the Circulation desk. Any fee will be made payable to the “Langdon Library”.

17. Additional insurance for use of the facilities is generally not required. If deemed necessary by the Director or Board of Trustees, this it will be specified during the reservation process with proof provided to the Director prior to use.

18. The Single Point of Contact will be held responsible for any damages to the facility.

19. If a fee for attendance or participation in an event is charged by an organizer, a percentage of the fee will be provided to the Library. Fees will not be determined by the Library Board of Trustees. Any and all fees or other requirements may be waived by the Library Board of Trustees at their discretion. Donations may be made in lieu of a fee percentage.
20. Set up and take down of the facilities is the responsibility of the user. The user is expected to leave the area in at least as good and hopefully better condition than they found it.
21. The library will not normally provide personnel or equipment and supplies to groups using the meeting room to assist in handling exhibits.
22. Schools requesting the services of a Library librarian - either on Library premises or off - shall be responsible for the librarian's compensation at his or her regular hourly wage.
23. Any damages to the Library's meeting space will be the responsibility of the organization using the building.
24. Anyone wishing to use the library or its facilities at any time outside of the hours that the library is open for business may make such a request, in writing, for consideration by the director and the board of trustees.
- Requests will be considered on a case-by-case basis
 - Requests will be considered at the next scheduled meeting of trustees
 - Use of the facility after hours requires that the library director or a trustee take responsibility for opening and closing the building and remaining on-site for the entire time of use.
 - The library director may, at her sole discretion, assign these responsibilities (opening, closing, monitoring) to a staff member.

Reviewed and approved by the Board of Trustees June 6, 2023