

Facility Usage Policy

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. To that end, The Board of Trustees accepts the responsibility of securing funds needed for the facility and its operation.

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 regularly scheduled Board Meeting.

Facility usage at Langdon Library is intended for library programming and for public gatherings of a civic, cultural, recreational, or educational nature. Room usage is free of charge to registered non-profit organizations serving the citizens of Newington, provided no admission fee is charged.

All meetings by non-profit organizations or citizens of Newington are to be open to the public and cannot be reserved for personal use such as weddings, birthdays, or other special occasions. No admission fee, registration fee, donation, or other monetary solicitation may be sought from meeting attendees. No resources, services, or other items may be sold or solicited without authorization of Library Director or Board of Trustees.

The Library recognizes the rights of free speech and free assembly. Permission for a group to use library space does not constitute an endorsement of the groups' philosophy or objectives by the Library. Groups may not imply in their advertising or during meetings that the Library sponsors or supports the meeting, group, or presentation. Groups may identify the Library and provide its address in their publicity for the meeting but may not use the Library's logo, nor the Library's phone number. Use/future use of the Library's meeting room(s) will be prohibited if this section is violated.

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)

- Programming Room (digital projector, presentation facilities, flexible seating and setup – maximum capacity 75)
- Craft Room (digital display, flexible space for seating and programs, connectivity – maximum capacity 22)
- Informal areas (comfortable seating, tables and chairs)
- Paul Beswick Patio (no restroom facilities)
- The Library as a whole (maximum capacity 128)

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. In the event of a scheduling conflict, 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 Reservations are not required but are suggested for different rooms and areas.

Reservations may be requested at the Library Circulation desk, and by telephone (603-436-5154) or email to info@LangdonLibrary.org.

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

Recurring reservations other than library or town business may be made for 3 consecutive months at a time, with no more than 1 reservation per month, and no more than 12 reservations in a calendar year. Non-use of a reservation may be considered as a factor in determining or altering current usage or future reservations.

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.

The Board of Trustees or Director reserve the right to 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

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

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, subject to the approval of the Library Board of Trustees. A Trustee, staff member, or other authorized person will be responsible for opening and closing of the facility. If no such person can be found, the event may be subject to cancellation or postponement. 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.

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. Set up and take down of the facilities is the responsibility of the user. The user is to restore the reserved space to the same condition in which it was received.

Amended and approved by the Board of Trustees June 24, 2026