



Hollis Social Library • 2 Monument Square • Hollis, NH 03049  
Phone: (603) 465-7721 • Fax: (603) 465-3507 • [hollisLibrary.org](http://hollisLibrary.org)

---

## Hollis Social Library: Library Meeting Room Policy

### I. General Statement

The Hollis Social Library has one Meeting Room that is available for use during the Library's operating hours. The use of the Library Meeting Room requires approval of the Library Director or designated Library staff. Library programs and activities have absolute priority over all other uses and are not covered under this policy. Permission to use the Meeting Room does not constitute Library endorsement of the beliefs, viewpoints, policies, or affiliations of meeting organizers or participants.

### II. Reserving the Meeting Room

1. A Hollis resident, or Library cardholder, may reserve the Meeting Room by filling out a Library Meeting Room Request form. The individual reserving the room must be in attendance at the meeting.
2. The Meeting Room may be reserved up to 3 months in advance. To ensure equitable use, the Meeting Room may be reserved for 1 meeting a month per group. Setup and cleanup time must be included in the reservation period.
3. In cases of unforeseen circumstances, the Library reserves the right to cancel any Meeting Room reservation. During adverse weather conditions, the group should check with the Library for possible closure information. If the Library must cancel a reservation, staff will make every effort to notify the group as soon as possible.
4. Reserving the Meeting Room will be considered a group's understanding of an agreement to follow the rules and regulations set forth in this policy, the Library's Use and Behavior Policy, and all other Library policies. Use of the Meeting Room may be denied to anyone that fails to comply with Library rules and policies.
5. The Library should be informed of cancellations as soon as possible. Reservations may be forfeited if a group/individual does not arrive within 15 minutes of reservation start time. Repeated no-shows or cancellations without notice may result in suspension of Meeting Room privileges.

6. When available, the Meeting Room may be used on a drop-in basis. Drop-in users must share the room with all others who wish to use the space. If a staff member needs to set up or the next scheduled group arrives, any drop-in users will need to relocate to another space.

### **III. Use of the Library Meeting Room**

1. The group using the Meeting Room must be a non-commercial or non-profit group. A non-profit group is defined as a group that is either a verifiable 501(c)(3) entity through the Internal Revenue Service, or a civic, educational, cultural, or charitable groups that do not charge fees for attendance or participation. For-profit businesses or political candidates may not reserve the room for campaign or promotional purposes.
2. All Library Meeting Room use must be completely free of charge and open to the public. The Meeting Room cannot be used for commercial purposes, for the solicitation or development of business, or for any collections or sales of goods or services.
3. All publicity must carry the name of the organization sponsoring the meeting. The Library may not be identified as the sponsor. Only Library events are posted/publicized on the Hollis Social Library's website and online event calendar. No signs advertising the meeting/event may be placed on the Library grounds. A sign may be placed on the door during the event to direct attendees to the meeting/event. All publicity must include the following disclaimer: "This event is not sponsored or endorsed by the Hollis Social Library."
4. No attendants of any meeting held in the Library's Meeting Rooms may solicit or canvas (petitioning, distributing written materials or soliciting for political, charitable, or religious purposes) the public or staff while on Library property.
5. No group or organization using the Meeting Room will discriminate meeting attendance on the bases of race, creed, color, age, sexual orientation, disability, gender, gender identity, religion, national origin, or citizenship status.
6. Youth groups under 18 years of age must have an adult sponsor present.
7. Food and non-alcoholic beverages are allowed in the meeting. Use of alcohol, tobacco, vapes, and e-cigarettes is not permitted anywhere in the Library building or on the Library grounds.
8. The Library assumes no responsibility for private property brought onto the premises. The Library Board of Trustees and Town of Hollis are not responsible for accidents, injury, loss, or damage to individuals or their property occurring during use of the Meeting Room.
9. The maximum occupancy of the Meeting Room is 40 people. This occupancy limit is subject to change at any time in response to recommendations by health and safety officials.
10. The Meeting Room must be vacated at least 10 minutes prior to closing. There will be a minimum buffer of 30 minutes between each Meeting Room booking to ensure a smooth transition between groups. Groups must leave the Meeting Room clean and orderly.

11. Meetings must not interfere with Library operations or patron use of other spaces. Excessive noise or disruptive behavior will result in immediate termination of the meeting and possible loss of future booking privileges.
12. The Library reserves the right to deny or revoke permission to any user of the Library's Meeting Room who does not abide by these rules and regulations or who causes damage beyond normal wear and tear to the facility.

#### IV. Equipment

1. The Meeting Room has tables, chairs, projector, and a projector screen. The group using the Meeting Room will be responsible for setting up the Meeting Room according to its own needs and for leaving the Meeting Room in the condition that it is found at the time of the meeting. Furniture must not block emergency exits. Nothing may be taped, stapled, or affixed to walls, doors, or windows. Groups will be charged for loss or damage to Library property that results from their using the meeting space.
2. Wireless internet access is available in the Meeting Room. Wireless printing is available from anywhere in the building. Charges do apply.
3. Technical support by Library staff is only available as staffing allows. It is strongly recommended that you make an appointment to come in advance to try out any Library equipment before a scheduled meeting. Library staff cannot provide in-depth technology troubleshooting or on-site A/V support during meetings. The Library is not responsible for personal equipment or software compatibility with Library systems.

#### V. Emergency Use Exception

1. Notwithstanding the above, the Library Director may approve short-term use of the Meeting Room by organizations or entities that do not otherwise meet eligibility requirements in cases ***wherein the Director determines there is a legitimate*** emergency or extraordinary circumstances that directly affect the Hollis community.
2. Such use shall be temporary in nature, non-disruptive to Library operations, and consistent with the Library's mission. Emergency use approvals may be revoked at any time at the Director's discretion and shall be reported to the Board of Trustees.

#### VI. Policy Review

1. This policy shall be reviewed every year by the Library Director and Board of Trustees to ensure accuracy and relevance. It may also be reviewed at any time should the need arise.

Approved: April 23, 1997

Reviewed/Revised: October 12, 2004, October 4, 2011; February 4, 2014; March 4, 2014; May 14, 2019, September 12, 2022, November 10, 2025, February 10, 2026

Reviewed by Legal Counsel: August 2022, February 2026

## Hollis Social Library: Meeting Room Request Form

### General Information

1. Those using the Meeting Room must abide by the Library Meeting Room Policy, the Library's Use and Behavior Policy, and all other Library policies. If you would like a copy of these policies please ask Library staff.
2. Use of the Meeting Room is subject to change for Library purposes.

### Reserving the Meeting Room

1. A Hollis resident, or Hollis Social Library cardholder, may reserve the Meeting Room by scheduling such use with a Library staff member and signing this form.
2. To ensure equitable use, the Meeting Room may be reserved for 1 meeting a month (per group), up to 3 months at a time.

### Rules for Use

1. The group using the Meeting Room must be a non-profit group.
2. All Meeting Room use must be *completely free of charge and open to the public*.
3. Only Library events are publicized on the Library's website and online event calendar.
4. The maximum occupancy of the Meeting Room is 40 people. This is subject to change.
5. Youth groups under 18 years of age *must* have an adult sponsor present.
6. The person who reserves the Meeting Room *must* be in attendance at the meeting and is responsible for leaving the Meeting Room in the condition it is found at the time of meeting.
7. Meeting Room users may not solicit or canvas (petitioning, distributing written materials or soliciting for political, charitable, or religious purposes) the public or staff while on Library property.
8. Wireless internet access and a projector are available for use in the Meeting Room.
9. The Library is not responsible for private property left unattended.
10. Smoking and alcoholic beverages are not allowed in the Library.
11. The Meeting Room must be vacated at least 10 minutes prior to closing.

Today's Date: \_\_\_\_\_ Expected Number of Attendees: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Date & Time of Meeting: \_\_\_\_\_

Name of Person Reserving Room: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Person Reserving Room: \_\_\_\_\_

*By signing this form I agree to the Rules for Use indicated above and outlined in the Library Meeting Room Policy. I also understand that I must be in attendance for the duration of the meeting.*

Name of Library Staff Member: \_\_\_\_\_