

# **SHEDD-PORTER MEMORIAL LIBRARY**

## **Meeting and Activity Policy**

**September 2019**

**Revised and Approved June 2025**

While the Shedd-Porter Memorial Library does not have a dedicated meeting room, the Library will periodically offer its space, during our hours of operation, for appropriate civic, cultural, educational and other non-commercial activities, especially those of interest to the citizens of Alstead and Langdon. There is no charge for this use. All programs must be free and open to the public. Library programming will have priority scheduling and reservations must be made in advance with the Library Director and/or the trustees. The Library Trustees reserve the right to refuse permission for meetings in the library if, in their opinion, such a meeting would not be in the best interest of the Library. Permission for the use of the library does not constitute the library's endorsement of the group's philosophy or objectives.

### **Points to consider:**

- 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.
- Any non-library programming may require a certificate of Liability Insurance, with a separate Endorsement/Indemnification clause releasing the Shedd-Porter Memorial Library and the Town of Alstead from any and all liability. Please see the Library director for more information.
- 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.
- The library assumes no responsibility for private property brought onto the premises.
- Groups will be charged for loss or damage to library property that results from their use of the meeting space.
- Any group or individual using the library shall leave it in good order. The contact person will assume responsibility for the opening and closing of the library space and for the condition of the space at the end of the meeting.
  - Light refreshments may be served by special permission only 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.
  - No alcoholic beverages are permitted anywhere on library property.
- Use of tobacco products and e – cigarettes, including vaping, is prohibited anywhere on the library premises.
- The Library Director reserves the right to deny use of meeting space to any group or persons who do not abide by this policy or who cause damage beyond normal wear and tear to the facility.
- Events sponsored by the Shedd-Porter Memorial Library may be photographed, recorded or filmed by Library staff or its representatives. Individuals who object to being photographed, recorded or filmed may request to be accommodated by Library staff. Such accommodation may include, but not be limited to, placement in a manner to avoid being photographed, recorded, or filmed.

**Shedd-Porter Memorial Library  
2 Main Street  
Alstead, NH 03602**

**Photo Release Form**

**For the time:** July 1, 2025 to July 1, 2026

I grant to the Shedd-Porter Memorial Library, its representatives and employees the right to take photographs of me, my minor children (named below), and my property while at the library or at library-sponsored events. I authorize Shedd-Porter Memorial Library, its assigns and transferees to copyright, use, and publish the same in print and/or electronically.

I agree that the Shedd-Porter Memorial Library may use such photographs of me or my minor children with or without my name and for any lawful purpose. This includes for example, such purposes as publicity, illustration, advertising, and Web content.

I have read and understand the above.

Signature: \_\_\_\_\_

Minor child/children: \_\_\_\_\_

Date: \_\_\_\_\_