



## DOVER PUBLIC LIBRARY Meeting Room Policy

The Library provides public meeting space for community groups and organizations in Dover and the area. The Dover Public Library endorses the American Library Association's *Library Bill of Rights* which states: *Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations or individuals or groups requesting their use.*

The Dover Public Library has four meeting rooms of varying sizes. **Non-profit organizations may use the rooms at no cost.** (Note: proof of non-profit status may be required.) Room usage fees will be charged for housing associations, businesses, and profit-making enterprises. The following are the fees charged:

- The **Community Room** has a capacity of 85 persons. The fee is **\$100.00** per two hours.
- The **Garland Room** has a capacity of 22 at tables and 40 in lecture seating. The fee is **\$40.00** per hour.
- The **Trustees Room** has a capacity of 10 at the table at a long table potential for more seated at perimeter of room. The fee is **\$30.00** per hour.
- The **Leach Room** has a capacity of 10 persons at a long table potential for more seated at perimeter of room. The fee is **\$30.00** per hour with a maximum of four hours.

There are two small study rooms with a maximum capacity of 4 people. These may be booked on a first come, first served basis for a maximum of two hours with one two hour extension if available.

All usage fees must be **paid in advance**.

- Checks should be sent in advance to: Dover Public Library, 73 Locust St., Dover, NH 03820. Checks should be made out to: Dover Public Library. Cash and credit card payments (3.99% fee charged for credit card payments) are also accepted.
- Payment must be received **at least one week before** the meeting is scheduled or the room may be rebooked for another group's use.
- Organizations not pre-paid will be denied use of the meeting room.
- The Library will not refund usage fees if a group fails to show up for their booking, but will allow the group to change the date of their meeting (and reapply the paid fee) if the schedule allows.

Procedures governing the use of the Library's meeting rooms are as follows:

1. Call the Library at 603-516-6050 during regular Library hours to make a reservation or visit our website at [library.dover.nh.gov](http://library.dover.nh.gov).
2. Meeting rooms may be used anytime during regular service hours of the Library and must be vacated fifteen minutes prior to closing time.
3. No meetings may be held in any public service areas.
4. No fees, dues, or donations may be charged or solicited by the user for any program. Groups offering free introductory lectures prior to a paid course of instruction are not allowed. All programs must be free and open to the public.
5. Library-initiated programs will be given priority in the reservation of rooms. City of Dover-affiliated meetings and programs will not be subject to usage fees.
6. Rooms will be assigned as requested, if space is available. In order to satisfy the high demand for meeting room space, booking of a meeting room is limited to not more than once a month by any one group, and rooms may be booked no more than one month in advance. Tutors may reserve a study room multiple times in a month but can only book their next appointment after completing a current session.
7. Large groups may be required to park in the City's parking garage during daytime hours, not in the adjacent library lot which is reserved for customers.
8. Programs may not disrupt the use of the Library by others. Attendees must enter and exit the building in a quiet, orderly manner. Children may not be left alone in the Library while a parent attends a meeting. Persons attending the meetings are subject to all Library rules and regulations.
9. Library facilities must be left in a clean and orderly condition. Refreshments may be prepared in the kitchenette (must be requested and approved by library staff at time of room booking), but clean-up, immediately following the meeting, is required. Users must pay for repair of any damages or any extra cleanup costs incurred. The Library will not be responsible for materials or equipment left in the building by users.
10. The Library reserves the right to revoke meeting room privileges at any time.
11. Permission to use Library facilities does not constitute an endorsement by the Library staff or its Board of Trustees of the users or their beliefs.

Approved by the Library Board of Trustees 11/6/2025

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