



## Peterborough Town Library

2 Concord Street, Peterborough, NH 03458-1511 ■ (603) 924-8040 ■ [PeterboroughTownLibrary.org](http://PeterboroughTownLibrary.org)

### Meeting Room Policy

#### Policy:

The Peterborough Town Library welcomes the public to use its facilities and meeting rooms in keeping with the Library's mission to "connect people to people, people to ideas, and people to knowledge". The Library permits the public to use its facilities and meeting rooms when such use does not interfere with Library services or Library-sponsored programs.

The permission to use facilities and meeting rooms does not constitute a lease. The Library reserves the right to deny applications for use based on the availability of space and staff and frequency of use. To ensure access for all members of the community, the Library generally will not allow regular weekly meetings by a single group or individual for an extended period.

The Library does not discriminate when making its facilities and meeting rooms available for public use. The Library does not discriminate based on age, race, color, religion, sex, national origin, marital status, parental status, sexual orientation, gender identity, political ideology, creed, ancestry, or the presence of any sensory, mental or physical disability.

All aspects of this policy apply to all meeting rooms of the building including small meeting rooms, the classroom, the board room, and the large community room.

The Library staff will provide a reasonable amount of technical assistance to support groups using its meeting rooms, but staff cannot be present for the entire event. It is recommended an appointment is made in advance to review the technology and meeting room equipment ahead of the event.

Permission to use Library facilities and meeting rooms does not signify that the Library or the Town of Peterborough endorses the policies or beliefs of the group or organization using the room. Publicity such as flyer for any event held in the Library meeting room must include the following statement: *Not a Peterborough Town Library sponsored event.*

Groups must indicate if they plan to use the meeting room for a public meeting. If an event is open to the public during after-hours time periods, then library staff must be present. **No public events may be scheduled on Sundays due to staffing limitations.**

Signage about an event taking place in the meeting room is only permitted on the outer door of the meeting room. The size can be no larger than 8 x 11 inches. It may be posted on the outer door of the event only and must include the statement: *Not a Peterborough Town Library sponsored event.* **Signage on the library grounds or in other locations is not permitted.**



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The Library reserves the right to cancel any scheduled use of the meeting room if, in the Director's discretion it conflicts with operation of the library, the room is needed by a library-sponsored activity, or the group fails to comply with Library policy. The Library reserves the right to attend any meeting to ensure that no unlawful activities are occurring on Library premises. The Library does not extend any special privileges to the organizations to which staff members belong.

### **Renters must adhere to the capacity for library meeting rooms.**

The Library Director or designee has the power to terminate any meeting or event disruptive to Library operations or incompatible with Library uses and policies. **Note: the behavior policy must be adhered to during all meetings.**

The Library Board authorizes the Library Director, or his/her designee, to develop and implement procedures and guidelines in furtherance of this policy.

The Library reserves the right to collect payment for costs or damages incurred through use of its facilities and meeting rooms.

If the meeting room is used outside of regular hours of operation, the rental group must pick up a key for the facility up to one day before the event. It is the rental group's responsibility to confirm a key has been picked up.

The Library does not assume any responsibility or liability for loss, damage or injury to any person or property occurring as a result of the activities of any person using the meeting rooms. The Library does not guarantee parking facilities for those attending a meeting.

### **Food and Alcoholic Beverages and Liability Coverage**

Food and alcoholic beverages may be served in the library. The rental applicant must show proof of liability insurance, in addition to any required permits such as a liquor license and liquor liability insurance. The Library reserves the right to require additional insurance for certain special events.



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### Rental Fees and Information

**Study Rooms:** Table and seating for 5 maximum.

**Equipment:** Large screen with HDMI cable

**Fees:** Free of charge. Room is not intended as private workspace for extended periods of time. Patrons may book the room up to three times per week. Additional use is approved by library staff based on demand.

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**Board Room:** Tables and seating for 12 maximum.

**Equipment:** White board, large screen with HDMI cable

**Fees:** Free of charge, for up to two meetings per month, for Town of Peterborough staff, boards, and committees and to non-profit 501(c) 3 organizations based in Peterborough. For any additional meetings, these groups will pay the standard rental fee. Any non-profit group hosting a revenue-generating event must pay the standard fee for the room. Examples of revenue-generating events include ticketed events, fee-based programming, and fundraisers.

The standard Fee for all other groups including businesses, individuals, organizations, and community-led groups who do not have 501(c)3 status: \$25.00 for a two-hour block.

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**Classroom:** Tables and chairs for 25 maximum. Multiple configurations available.

**Equipment:** White board, large screen with HDMI cable, sink and counter

**Fees:** Free of charge, for up to two meetings per month, for Town of Peterborough staff, boards, and committees and to non-profit 501(c) 3 organizations based in Peterborough. For any additional meetings, these groups will pay the standard rental fee. Any non-profit group hosting a revenue-generating event must pay the standard fee for the room. Examples of revenue-generating events include ticketed events, fee-based programming, and fundraisers.

The standard Fee for all other groups including businesses, individuals, organizations, and community-led groups who do not have 501(c)3 status: \$50.00 for a two-hour block.

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**1833 Room:** Tables and seating for up to 80 maximum (theater style) or 70 maximum (at tables). Multiple configurations available with both rectangle and round tables. Coat racks just outside community room. Gallery space available for overflow and/or waiting area before event begins.

**Equipment:** Large screen with projector, integrated podium with HDMI cable, caterer's kitchen with sink, counters, basic utensils, refrigerator, and coffee/tea maker.

A DVD player and up to two wireless mics are available but must be reserved in advance and will not be available for last-minute additions on the day of an event.

**Fees:** Time for set-up and clean-up must be included in your total rental time. For example, if you rent the room from 8am-2pm but require 7am arrival for setup, the rental time is from 7am-2pm.

During regular library business hours: \$50 an hour

Outside of regular library business hours: \$100 an hour

*The Library may charge a \$150 refundable security fee.*

**River Terrace:** Depending on availability, the River Terrace may be rented for private outdoor events based on the schedule below. These fees are in addition to any fees for renting indoor spaces. Total set-up fees and other considerations are set based on the event. Coordination of an outdoor tent, sound system, or other components are the responsibility of the group.

**Fees:**

During regular library business hours: \$50 an hour

Outside of regular library business hours: \$100 an hour

Additional \$200 flat fee for use of library tables and chairs.

Additional set-up fees based on group needs.

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### **Special Events:**

The library is available for special events such as family parties, bridal showers, small weddings, company conferences, and performances. The 1833 Room and the River Terrace may be rented for these types of events with the same fee schedule we apply to all our events. Please note, our room rentals are very affordable, in part because we do not have an event coordinator. There are no special packages or exorbitant fees. Please be sure you are comfortable with independently running your event. The library can provide tables and chairs, technology and training, and a beautiful facility, but we do not provide extra staff to assist with event logistics or clean-up.

Groups booking private special events should note the public library business hours and understand members of the public will be using the library during your event.

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