

Meeting Room Policy

The Library has two meeting rooms that are available for use during the Library's operating hours. Scheduling of all programs and meetings requires the approval of the Library Director or a designated staff member. Those using the meeting rooms must abide by the Patron Behavior Policy and all other Library policies. The Library Director may deny use of the meeting rooms to any group that fails to comply with these rules.

- The Klumpp Room is located on the Library's lower level; the Lowell Room is located on the Library's main level. Fire code regulations limit the number of individuals in the Klumpp Room to eighty (80) and in the Lowell Room to twenty (20).
- Rooms may be booked for activities of a civic, charitable, cultural, educational, or intellectual nature. All groups requesting use of a meeting room must be sponsored by a Merrimack resident. First priority will be reserved for Library programs, activities, and meetings or programs sponsored by the Library.
- No admission fee may be charged to attend a meeting in one of the Library's meeting rooms; all activities must be open to the public. No group or organization using the meeting room will discriminate meeting attendance on the bases of race, creed, color, age, sexual orientation, disability, gender, religion, national origin, or citizenship status.
- Each meeting room has tables, chairs, and televisions with a laptop hook up available for use. The organization or group using the meeting room will be responsible for setting up the room according to its own needs and restoring the furniture and the room to the order in which it was found.
- Scheduling of meeting rooms is on a first come, first served basis. Reservations are limited to one booking per month by any one non-profit group or organization due to high demand. The organization or group must submit the Library's Meeting Room Request Form and sign the Release and Waiver of Liability for review before the reservation is confirmed.
- Light refreshments, excluding alcoholic beverages, may be served.
- All publicity (eg, posters, brochures, or newspaper, radio, or TV announcements) must carry the name of the organization sponsoring the meeting. The Library may not be identified as the sponsor.
- No attendants of any meeting held in one of the Library's meeting rooms may solicit or canvas (petitioning or distributing written materials or soliciting for political, charitable, or religious purposes) the public or staff while on Library property.
- No program in the library may be broadcast or televised without the permission of the Library Director.
- Youth groups must have an adult sponsor and at least one adult in attendance for every 20 individuals under the age of 16.
- Cancellation of a room reservation should be made at least 24 hours before the scheduled meeting time. In case of unscheduled closure of the Library, the staff will attempt to notify organizations scheduled to use the room. During adverse weather conditions, the group should check with the Library or listen to local radio stations for possible closure information.
- Following the meeting, the group contact must complete and submit the Library's Room Use Form.
- The Library reserves the right to deny or revoke permission to any user of the Library's meeting rooms.