

Bethlehem Public Library Pavilion Use Policy

Bethlehem Public Library provides outdoor space for public use. The Pavilion Use Policy is developed in accordance with the Library's mission. The goal of the policy is to provide wide access to and frequent use of our outdoor space. The pavilion is available to all groups on equal terms regardless of opinion or affiliation, in accordance with Article VI of the Library Bill of Rights.

The public is invited to use the outdoor space at their leisure, providing that another party has not previously reserved the space. No reservations are needed for casual use. There is no charge to use library space.

Acceptable uses for the pavilion include:

- Casual use, meet ups with friends and neighbors
- Play dates
- Social events, such as birthday parties or bridal and baby showers
- Study groups
- Educational programs

Unacceptable uses:

- Religious services are not an allowed use. Religious groups may use the space for other purposes, such as book discussions or educational programs such as Bible study.
- Events with sales (such as Amway or Tupperware). However, a Library sponsored event, such as an author talk or performance, may include the sale of a book, DVD or CD related to the event.
- Any fundraising events
- Events or workshops that charge a fee to attend.

Exceptions are at the discretion of the Trustees. A group or individual may petition the Library Trustees at their monthly public meetings.

Reserving the Pavilion

Priority for space use will be given as follows: 1. Library and Library- sponsored programs, 2. Library-related organizations, 3. Town departmental business, 4. Bethlehem non-profit and community groups, 5. all others.

The Pavilion may be reserved by completing the online reservation form on the library's website, or coming in person to complete the reservation form. To ask about availability, check the website calendar or call (603) 869-2409.

The person completing the reservation form must be at least 21 years of age. This person shall be in attendance in-person while the space is in use. This person is responsible for the security, safety, and behavior of the group. Children must be supervised by group members.

Permission for use of the pavilion is not transferable. Should there be a change of the responsible person, the group must let the library know.

Reservations are filled on a first-come, first-served basis.

When possible, space requests should be booked at least two weeks in advance, and no more than three months in advance, to allow flexibility in scheduling Library programs. This limit applies to both single and repeat bookings. Library Director may make exceptions to this.

Reservation forms must be received within one week after reservation is made to hold the pavilion space. If paperwork is not received, one attempt will be made to contact the group. If contact is not successful, the reservation will be released.

The Library Director is responsible for the final approval of all Library space requests and the execution of this policy and exceptions therein. Requests for review of a decision made by the Library Director can be initiated by contacting the Policy Committee of the Library Board of Trustees for consideration. No meetings will be booked until the committee renders a decision. The decision of the Library Board of Trustees is final.

LIMITATIONS

Pavilion is open from dawn until dusk each day.

If a reserved space is not in use 30 minutes after the reservation start time, the Library will make the space available to others.

Smoking and open flames are not allowed in Library facilities or on Library grounds.

Liquor is not allowed in Library facilities or on Library grounds.

Illegal drugs are not allowed in Library facilities or on Library grounds.

Pets are welcome on our grounds. Please keep them on a leash, and pick up after them.

If an event requires driving into the space for deliveries, you must get the Library Director's prior approval.

Any signs or decorations must be tied to the pavilion. No nails, tacks, tape, or anything that would mar the facility is allowed. Signs and decorations may be put up shortly before the event start, and must be removed at the end of the event.

The Library Director reserves the right to determine whether any proposed use of the pavilion will require a police detail or other extraordinary police protection, and if so, the anticipated cost thereof shall be the responsibility of the user group. Payment shall be made to the Library prior to the event.

The Library reserves the right to reschedule or move confirmed reservations to accommodate Library meetings or programs. In such instances, the Library will make every reasonable effort to give ample notice and to assist the group in reserving another date or space within the library.

The Library expects that the pavilion and yard space will be left in the condition it was found. This includes tables and chairs put back as they were found, removal of leftover handouts, pamphlets, food and removal of garbage. The area does not have a garbage can; please bring a can and/or bags to your event and take all garbage with you when you leave. The Library will assess a fee if Library equipment or property is damaged, or if additional cleaning is necessary after an event.

Any infraction of the Library's Appropriate Library Behavior Policy or this policy may result in the loss of use privileges for the person, group, or association. Any false, misleading, or incomplete statement on the application form shall be grounds to forbid the use of library space by the applicant.

All events must adhere to the Town of Bethlehem's Noise Ordinance. If a meeting or event in progress disturbs regular Library operations, the Library reserves the right to immediately terminate the meeting or event. There is no compensation or recourse in the event of termination.

Insurance and Indemnification Requirements

Any event that expects over 50 people must have a Certificate of Insurance on file, proving \$1,000,000 General Liability each occurrence and \$2,000,000 in aggregate for personal and bodily injury including death, naming the Bethlehem Public Library as additionally insured on a primary and noncontributory basis. The certificate should be sent directly to the library by the insurance provider. If you have questions about this, please contact the Library Director.

To the fullest extent permitted by law, any organization reserving Library space shall protect, indemnify, save, defend and hold harmless the Bethlehem Public Library, including its officials, agents, volunteers and employees ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, economic injury or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of their use of Library facilities. The organization's obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder for claims arising from the organization's use of the facilities shall survive the term of use by the organization.

Use of Library space does not constitute endorsement by the Library of the program or points of view expressed. No advertisement or announcement implying sponsorship, co-sponsorship, or endorsement by the Library may be used, including but not limited to print or broadcast promotions, signage, or funding activities. All promotional materials must state "This is not a library-sponsored program." The Library is not to be tagged or portrayed as a co-host of programs on social media. Promotional materials must be approved by the Library Director before posting on the library's bulletin board. The Library does not advertise meetings or events held by outside groups.

Outdoor Space Equipment

The following is in our back yard space for public use:

- Covered Pavilion
- Three octagonal picnic tables
- Four benches
- Four musical instruments
- A StoryWalk through the woods

Wireless Internet access is available from the library building, but with limited bandwidth. Network is “Library” and there is no password. However, we suggest that groups save videos and programs to flash drives, CDs, or DVDs.

Cancellation Policy

Groups that fail to cancel a reservation 24 hours in advance or that do not show up on the reserved date can be denied future access to Library spaces.

If you have any questions, please contact Bethlehem Public Library, 2245 Main Street, Bethlehem, NH 03574 (603) 869-2409.

Date Adopted August 10, 2026