

**Use of the Frank Maria Meeting Room**

Anyone wishing to book the library's meeting room must comply with the following policies. To request a time, contact us to see if the room is available, and [complete a room reservation form](#). There is no charge to use the room.

**XIV. Meeting Room Policy**

A. The Library's meeting room shall be called "The Frank Maria Room", and be dedicated to world peace and understanding, in honor of Warner resident and library benefactor Frank Maria.

B. Local Warner organizations, groups or individuals shall be given priority in booking the meeting room. Non-resident users may book the meeting room at the Library Director's discretion. Users under age 18 must be supervised by an approved adult over 18, and when only an adult and minor are in the room the door must be kept open.

C. All events must be open to the public except as approved by staff for instructional groups, personalized tutoring, or individuals needing privacy for online two-way verbal communication or interactive instruction that would be a disturbance to other library users. Private parties, and commercial or private for-profit events are not permitted. Not-for-profit groups may charge to cover actual costs of an event.

D. Any group or individual using the meeting room shall be responsible for setting up the meeting room and for cleaning up and restoring the room to its original condition before leaving, including replacing any furniture that has been moved. Any user doing damage to the room or its furnishings, or leaving it in bad order will be charged for cleaning or repairs. The Library reserves the right to require a deposit before that user will be able to use it again.

E. To use the room, a booking must be made with the library staff to avoid conflicts in scheduling. The room reservation includes the meeting room and the public restrooms. It does not include the other parts of the Library. Users should notify the staff when booking the room if specific resources will be needed, such as the TV/VCR, computer access, additional seating or extension cords.

F. The room may be used at times when the Library itself is closed, but arrangements for access when the library is closed must be made in advance. Evening events should be planned to end by 10:00 PM and must comply with the Town's ordinances, such as those for parking and alcoholic beverages.

G. The kitchenette may be used for serving beverages and light refreshments. Users must provide their own food, beverages, cups and other supplies. The kitchen and its equipment must be cleaned after use, and any unused food, supplies, and excessive trash removed.

H. No smoking is allowed in the Frank Maria Room, or anywhere else in the Library. Events which include alcohol require the advance permission of the Selectboard in order to comply with Town ordinances, and the approval of the Library Director.

I. Unless an exception is made by the Pillsbury Free Library Board of Trustees, the Frank Maria Room will not be available for non-library activities on Holidays.

J. If the Library is forced to close as the result of storms or other extraordinary circumstances, the applicant will be notified, if possible, by the Library, but it is each organization's responsibility to notify those who would be attending any meeting. The Library is not responsible for any costs incurred by any organization as a result of such closing.

K. The Library, its officers, and staff are not responsible for any articles left at the Library.

L. Any user that fails to comply with these regulations may be denied further use of the meeting room.