



## Tutor Policy

Howe Library offers two locations for tutors and their students:

- Two small (seating 2-3) study rooms on the top level:
  - These rooms are primarily available on a first-come, first-served basis, but they may also be reserved up to one week in advance.
  - There is a time limit two hours per day.
  - **Tutors being paid for their services must pay a fee of \$5 per hour to use these rooms.** This fee will not be pro-rated.
- Study tables on all three levels:
  - Because these tables are in open areas, we ask that tutors use these spaces when they are tutoring one student only. Tutoring groups of students at these tables is too disruptive to other patrons.
  - Voices carry. We ask that you be respectful of those around you.
  - **There is no charge to use these tables.**

Tutors who are not being paid for their service and are working with more than two students may use, free of charge, a larger meeting room on the lower level if they receive permission from the library director or senior staff member and understand that they may not reserve the room in advance.

Tutors who are being paid for their service and are working with more than two students may not use Howe Library meeting rooms. Rooms are available to rent at R.W. Black Recreation & Community Center / 28 Lebanon Street, Hanover / 603-643-5315. See their policy below.



### RW Black Recreation & Community Center

**Teaching as an independent instructor you will be responsible for \$35 per hour rental fee and providing the Town with a certificate of insurance as follows:**

Depending upon the nature of the proposed use and as a precondition of using the Center or any other Town of Hanover recreation facilities for such purpose, the Town of Hanover may require that the user shall name the Town as an additional insured on its liability insurance policy or policies and provide the Town with certificates of such insurance. Required coverage amounts shall be a minimum of \$2,000,000 per occurrence. However, if the organization is waived by the Town Manager, then such insurance shall not be required. (Revised 6.6.14)

*Approved by The Howe Library Corporation Board of Trustees, September 2014.  
This document is to be reviewed by the library director every five years.*