

DRAFT
Policy for Meeting Rooms

Thayer Public Library have the following areas that can be used by the public:

<u>Room</u>	<u>Capacity</u>	<u>Location</u>
Conference Room 1	8	2 nd floor
Conference Room 2	6	2 nd floor
Logan Auditorium	90	2 nd floor
Study Room	2	Lower level

The Board of Library Trustees is responsible for establishing policies for the use of Library facilities. The use of Thayer Public Library (“TPL”) Meeting Rooms is primarily for Library staff and Library sponsored programs that enrich and extend Library services to the community. When a meeting room is not in use for a Library program the space will be available to the public for educational, cultural, or informational meetings.

Meeting rooms are provided on an equitable basis to outside groups. The Library supports the American Library Association’s policy on Meeting Rooms, Article 6 of the Library Bill of Rights: “Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.” However, the provision of meeting room space is not the primary mission of the Library and must always be subordinate to the paramount need to provide a safe, peaceful and respectful environment in which to read and study. No use of a meeting room that is likely to disturb library patrons in their customary use of the Library facility, impede Library staff in the performance of their duties or endanger the Library building or collection will be approved or permitted.

The fact that a group is permitted to use the rooms does not in any way constitute an endorsement of the group’s policies or beliefs by the Library or the Town. No advertisements or announcements implying such endorsement will be permitted.

Meeting Rooms may also be used without charge for up to three (3) hours during regular library hours by non-profit community groups. Proof in the form of a 501(c) (3) or St-2 certificate must be presented upon request to TPL Reference staff at the time of booking.

Groups, businesses, individuals and organizations will be charged a fee of \$90.00 for up to three (3) hours. Use of Logan Auditorium for more than three (3) hours requires specific approval and payment of an additional \$90.00. Sales or the distribution of merchandise for sale will not be allowed except by library-affiliated groups. No admission fees may be charged for programs held in Logan Auditorium..

All meetings and programs must be open to the public if room use fee has been waived. Governmental bodies are subject to the Commonwealth of Massachusetts Open Meeting Law.

Meeting Room Use

1. A request for use of the Logan Auditorium must be filed at the main library, 798 Washington Street, at least seven (7) days in advance of the date of use. All requests will be processed within three (3) days of submission. Each request is reviewed to determine meeting room availability, equipment needs and compliance with Library policy by the Library Director or his/her designee. In case of denial of use, appeal may be made to the Library Board.
2. Reservations are accepted on a first-come, first served basis. Logan Auditorium reservations are made in person or by telephone in the Adult Reference Department.
3. People attending meetings held in Logan Auditorium are asked to park on the street or in the Town Hall parking lot across Washington Street.
4. The Logan Auditorium may be booked up to three (3) months in advance. We cannot accept bookings beyond the 3-month period in order to allow flexibility in the arrangement of Library programs.
5. To encourage use of the room by a variety of groups, no single group may have more than three (3) meetings scheduled at one time. Additional reservations may be made only after the applicant's first scheduled meeting has been held. Availability for meetings in series is an exception and requires the approval of the Director and the Board of Library Trustees. While the Library may allow meetings in series, it will not accept reservations which would designate the Library as the regular meeting place for any organization. Room use is also limited to time blocks not to exceed 3 hours. Over 3 hours needs specific approval by the Library Director.
6. The Meeting rooms are available for use on days when the library is open. All meetings must end 15 minutes prior to the Library's closing time.
7. Payment in advance by check should be made payable to Thayer Public Library upon library approval of the requested time and event.
8. Meeting rooms can not be used for invitation only private parties.
9. Meeting rooms shall not be used for political campaign activities, including but not limited to, fundraising and solicitation telephone calls.

10. The Library reserves the right to cancel any previously scheduled use of the meeting rooms when necessary. Twenty-four hour notice of cancellation will be given by the Library whenever possible but is not guaranteed.
11. Storage of materials before or after the reserved time is prohibited. The Library assumes no responsibility for materials belonging to the organization / individual or liability for loss or damages. Personal insurance is suggested for valuable property brought into the Library.
12. The library will provide seating and tables, but Meeting Room set-up is the responsibility of the applicant. Items to be displayed can not be taped or tacked to the walls or moldings.
13. The Logan Auditorium digital projection system and drop down screen use can be arranged.
14. Organizations are responsible for bringing their own supplies and utensils if refreshments are served. Alcoholic beverages may not be served. Smoking and all drug use is prohibited.
15. Groups using the rooms are required to have adult supervision at all times.
16. Use of the piano is not included in the use of Logan Auditorium. Separate permission must be given for its use. The sponsoring group or performing artist is responsible for the room rental fee and the \$25.00 fee for the use of the piano. Tuning is done once a year by the Friends of Thayer Public Library. If additional piano tuning is desired, only the piano tuner authorized by the Friends of Thayer Public Library may be used and paid for by the sponsoring group or performing artist.
17. Library staff is not responsible for relaying messages to individuals in the meeting rooms.
18. All rooms used must be left in their original condition. A “maintenance” and/or “cleanup fee” of \$35.00 will be charged for damage to the room as a result of use as determined by the Library Director.
19. The Library Board and the Town of Braintree or their employees or agents are not liable for any claims rising out of the use of this facility.
20. In the event that the Trustees of the Thayer Public Library and/or Library Director determine that presence of a police officer is advisable, the group using the facility will hire one (or more) at its own expense.
21. Any questions of interpretation of this policy will be referred to the Library Board of Trustees, and no meetings will be booked until that Board renders a decision.
22. Any infraction of these guidelines may result in loss of facilities use privileges for the group or association.
23. The Library Board of Trustees and Library Director reserves the right to reject a reservation

request if the meeting may be disruptive to our regular library functions, too large for the applicable room capacity, disorderly to persons or property, or not compliant with usage terms and conditions.

24. The Board of Trustees have the final decision regarding interpretation of the Meeting Room Policy.

Conference Room Use

1. Sign-up for upper level conference rooms will be done in the Children's Department. Rooms may be reserved for up to three hours. Sign-up may not be done more than one month in advance or exceed three three-hour blocks per week.
2. Conference Room reservations are intended for group usage; however, individuals may use the conference rooms on a first-come first-served basis if the room is not already reserved. Individual requests should be made in person in the Children's Department.
3. Fee waived for conference rooms during library hours for nonprofit groups. A donation of at least \$10.00 is encouraged. All donations support library programs and materials.
4. A fee of \$35.00 will be charged to business or organizations for the use of the conference rooms.
5. No food or drinks are allowed in the conference rooms.

Study Room

1. Fee waived for study room use during library hours.
2. Study room is intended for individuals and can be reserved for up to three hours.
3. Sign up for the study room will be done in the Adult Reference Department.

Inclement Weather Guidelines

1. All events planned for the Library's Meeting Room will be cancelled in the event weather forces the closure of the Library. It is the responsibility of organizations and individuals reserving space in the Library to find out if the Library has been closed due to weather.
2. For rescheduling, the sponsoring organization is responsible for contacting Library Staff on the next day the Library is open. If a satisfactory time is not available, all fees will be refunded.