

Meeting & Study Room Policy

The Belmont Public Library provides meeting and study spaces to support the educational, cultural, civic, and recreational needs of the Belmont community. Use of Library space does not imply endorsement or agreement by the Library or the Town of Belmont with the beliefs or viewpoints expressed by users.

Eligible Users - Meeting and study rooms are available to:

- Individual library patrons and residents
- Town departments, boards, and committees.
- Library-affiliated groups, including the Friends of the Belmont Public Library.
- Nonprofit organizations, community groups, and educational institutions.
- For-profit or private groups when space is available, subject to conditions and fees established by the Library Director.

All users must comply with this policy and all applicable Library procedures.

Available Spaces - The Belmont Public Library offers the following reservable spaces:

1st Floor

- Morrissey Hall: Our largest multipurpose space for lectures, community events, and public programs. Space will hold up to 150 participants depending on configuration and is equipped with an overhead projector, sound system, and grand piano.
- Waverley Oaks Room: Medium-sized meeting room for presentations, workshops, and small gatherings. Space will hold 20-25 participants and is equipped with a large TV.

2nd Floor

- Community Classroom: Technology-rich instructional space designed for hands-on learning, creative projects, and educational programs. This space will hold up to 20-25 people. It is a functional makerspace as well and offers patrons hands-on access to a range of tools and equipment, once trained.
- Claflin Room: This room, designed for meetings of 10-15 people, with the capacity for more. It's focused for research-related use, and houses the collections of the Belmont Historical Society. Patrons wishing to access the materials and archives in the room must make prior arrangements with the Belmont Historical Society directly [through their website](#).
- Underwood Room: Quiet meeting space intended for local history, genealogy, and small group research. Space will regularly be set up for small groups of 10-12, but can hold meetings of up to 20-25.
- Quiet Study Rooms (7 total): Private rooms designed for individual study, tutoring, or small meetings of 2-6 people depending on the size of the room.

Reservations – Meeting Room Reservations may be made up to 2 months in advance, but must be made at least 14 days before the date of use. Exceptions can be made only by the Library Director or

their designee. Study Room Reservations may be made up to 1 week in advance and can be made on the day of use as well.

Online Booking

All meeting and study rooms must be reserved through the [library's website](#). A valid Minuteman Library Network card is required, and users must agree to the terms of use when booking.

Priority of Use

Library programs and needs have first priority. Community use is granted on a first-come, first-served basis. The Library Director reserves the right to cancel, reconsider or relocate reservations due to scheduling conflicts, building closures, operational needs or policy considerations. Any adjustments made will be done with as much advanced notice as possible.

Frequency and Duration Limits

To ensure equitable access, the Library may limit how often rooms can be reserved and the maximum duration of each use.

- Individuals 14 years of age and older may reserve study rooms 2 times per week, for up to two hours each time, not to exceed 5 times per month (as space allows)
- Organizations and Town departments may use Library rooms up to 6 times per year, or as space allows.

Cancellations

Reservations must be canceled at least 24 hours in advance. Spaces will be held for 20 minutes after the scheduled start time, but may be released back to the public once that time has elapsed. Repeated no-shows or late cancellations may result in suspension of room use privileges.

Conditions of Use

- Rooms must be left clean and orderly. Furniture or equipment moved during use must be returned to original location and configuration. All trash and recycling must be placed in proper receptacles.
- No storage of materials or equipment is permitted before or after reservations.
- Food and non-alcoholic beverages are permitted in designated areas with prior approval.
- Activities must comply with Library rules, town ordinances, and occupancy limits.
- Smoking, vaping, and substance use is prohibited on Library property.
- Meetings must end at least fifteen (15) minutes before Library closing time.
- The library is not responsible for personal items left unattended.
- Damage to Library property or failure to comply with policy may result in loss of privileges and financial responsibility for costs.

Equipment and Technology

- Use of Library-owned technology or audiovisual equipment must be requested in advance and is subject to availability.
- Users are responsible for the proper operation of all equipment and must supply their own devices and adapters.
- Limited staff assistance may be available but cannot be guaranteed.
- Users are requested to inform library staff if any equipment is broken or not working properly. Users are responsible for any damage resulting from misuse of Library equipment.

Publicity and Representation

Publicity or promotional materials for any event or meeting being held at the library must not imply Library sponsorship without prior written approval from the Library Director or designee.

After-Hours Use

Use of Library spaces outside normal operating hours must be approved by the Library Director or designee and will incur fees. Please see the Library Rental Policy for more information (yet to be created).

An authorized representative of the requesting organization must be present for the entire event and comply with all Library policies and security requirements.

Responsibility and Enforcement

Failure to comply with this policy or staff direction may result in immediate termination of room use and loss of future reservation privileges.

The Library Director or designee retains authority to determine appropriate use of Library space, revoke reservations, and interpret this policy.

Fee Schedule – For profit and commercial organizations.

There will be no charge for the use of the meeting rooms to Town of Belmont Boards, Committees, or Departments or to Belmont-based non-profit organizations. For-profit/commercial organizations, out of town non-profits or **room usage which is not open to the public will be charged a fee.** A fee schedule has been established by the Board of Library Trustees for the use of meeting and study rooms. All fees are payable in advance unless otherwise authorized by the Library Director.

Room | Standard Fee ([During Library Hours](#)) | Room descriptions outlined on page one

- Quiet Study Rooms (7 total) | \$25 per hour | Private study or small meeting spaces.
- Underwood Room | \$50 per hour | Mid-sized room for small meetings or research.
- Claflin Room | \$50 per hour | Mid-sized room for small meetings and historical research.
- Waverley Oaks Room | \$75 per hour | Presentation or workshop space for groups.
- Community Classroom | \$100 per hour | Instructional and technology-rich environment.
- Morrissey Hall | \$150 per hour | Largest space for lectures and community events.