

Meeting Room Conference Room Policy

The Trustees of the Billerica Public Library have set forth the following policy in an attempt to ensure fair access to those who wish to use the meeting room facilities of the Library. There is a large Meeting Room on the lower level that holds a maximum of 125 people and can be separated into two smaller rooms which will hold roughly 50 people each. The Conference Room, located on the second floor, has seating for 12 people. Use of Library Meeting Rooms by any group signifies acceptance of the terms of this policy.

General Guidelines

Library meeting areas are used primarily for library-sponsored activities; therefore, the library retains the right to give priority to library-sponsored meetings, events, and programs in scheduling meeting room use.

Meeting rooms at the Billerica Public Library are designed for groups that engage in educational, cultural, intellectual or charitable activities. All meetings must be free and open to the public. Groups that are affiliated with a business or commercial organization, enterprise, or any other type of entity that exists primarily for profit may not use the meeting facilities without express permission for a specific event. On occasion, such use of a meeting room may be granted for a program deemed to be of educational or cultural value by the Library Director in consultation with the Board of Trustees.

Smoking and alcoholic beverages are not allowed in the meeting rooms.

Meeting rooms may not be used for social gatherings such as showers, birthday parties, dances, or any other closed meeting.

Meeting Rooms are available for use during regular service hours on days the Library is open. NO ONE may enter the Library prior to 9 a.m. No meeting may extend beyond 8:45 p.m.

Room set-up is not provided by the Library. Time for setting up and cleaning up afterwards should be included in the meeting time requested.

Arrangements for use of audiovisual, digital or other equipment are the responsibility of the group and must be made when reserving the room. If arrangements have not

been made in advance, equipment and assistance in its use may be unavailable at the time of the event.

The Library assumes no responsibility for private property brought into the building.

Library staff will not take or deliver messages for meeting participants except in an emergency.

Groups are responsible for compliance with the Americans with Disabilities Act and for providing qualified interpreters or auxiliary aids, upon request, for their programs.

Study groups are permitted to use the meeting rooms upon availability but must fill out an application and follow all rules and regulations, with the exception of those rooms being open to the public.

Non-profit organizations may collect donations to cover incidental expenses only, but may not solicit donations for fund-raising purposes or make sales, except for the sole benefit of the Library. For-profit organizations may not charge fees or make sales. The collection of attendees' names or other personal information in order to promote or solicit business is strictly forbidden.

Use of the Library's meeting rooms does not constitute or imply an endorsement of viewpoints by participants in the program by any library staff or by the board of Trustees.

Reservations

Requests for use of a meeting room may be made in person, by telephone, or online. Online reservations are available for meetings of four hours or less, only.

Organizations who wish to use the Library's meeting space must have an up-to-date Application Form on file. Reservations for meeting space are not guaranteed unless an Application Form is signed and submitted to the library no later than 24 hours in advance. If a signed application is not received, your reservation may be canceled. Application Forms may be obtained at the Reference Desk or online.

Requests will be honored on a first-come, first-served basis.

In the interest of fair access to all, the rooms are not intended to be used as a regular meeting location for any particular group, and may not be advertised as such. No more than three time slots may be reserved for a group at any given time.

Rooms may be booked no more than 60 days in advance.

Notice of cancellation should be made as soon as possible. After 30 minutes, a group may forfeit its reservation if it fails to appear as scheduled.

If a group fails to show for two meetings in a row and does not call to cancel, all future reservations are forfeited until the group calls to reschedule.

Care and Use of Facilities

Please leave meeting rooms as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.

Furniture and/or equipment from the main area of the Library may not be brought into meeting rooms.

Equipment, supplies, or personal effects cannot be stored or left in Library meeting rooms before or after use.

Attendance at meetings will be limited to the capacity of the individual meeting rooms. Seating and/or supplementary furniture are not allowed in corridors outside the meeting rooms.

Simple refreshments may be served. The Library may provide a coffeepot, but coffee, cups, utensils, cream, sugar, or other equipment and supplies will be the responsibility of the group.

There will be no cooking or food preparation on site.

Please clean the kitchen facilities thoroughly if used; trash must be bagged.

The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that occur as a result of the use of the facilities.

The contact person for each group is responsible for ensuring that each member of his or her group is aware of and abides by these regulations.

Users of the meeting space may be asked to leave if use is deemed disruptive or in any way contrary to library policy.

Groups failing to comply with any part of this policy or the established procedures will be denied further use of the meeting room.

Any question of interpretation of this policy will be referred to the Director. Final determination rests with the Board of Trustees.

Use of Library meeting rooms by any group signifies acceptance of the terms of this policy.

Any individual subject to disciplinary action, including but not limited to revocation or suspension of library privileges, may appeal the decision of the Director to the Library Trustees within 30 days of such decision. The Library Trustees require that all appeals be in writing.

Revised and adopted by vote of the Board of Library Trustees April 2016