



**TOWN OF BURLINGTON**



**BURLINGTON  
Public Library**  
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## **Meeting Room Policy**

*The Board of Trustees subscribes to the principles of the American Library Association's Library Bill of Rights in its interpretation on meeting rooms, as adopted by the ALA Council on January 29, 2019.*

### **Purpose**

The Burlington Public Library (the "Library") is dedicated to free expression and access to ideas. In the interest of these principles and for the purpose of promoting the usefulness of Library premises, the Board of Trustees allow the use of meeting rooms by individuals and groups for civic, educational, philanthropic, and recreational purposes. However, use of a meeting room for Library and other Town purposes takes priority over other uses.

In allocating the use of meeting rooms, the Board of Trustees and Library staff shall not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily prohibited basis.

Individuals and groups using Library meeting rooms are prohibited from:

- Using the space in a manner that is likely to prevent Library patrons from using the Library facilities in their customary manner, impede Library staff in the performance of their duties, or damage the Library building or collection.
- Using the space for non-Library-related entrepreneurial or commercial purposes, for the solicitation or development of business, for profit, or for fundraising. No goods or services shall be sold or exchanged upon the premises.
- Requiring membership or a fee to participate in the event.
- Using the space for political campaign purposes.

### **Application Requirements**

Reservations shall be reviewed by Library Director or his/her designee. No group or individual may reserve or use any meeting room unless they comply with this policy and submit a completed application and indemnification agreement, and any insurance certificate requested pursuant hereto. Any false, misleading, or incomplete statement on the application form shall be grounds to forbid the use of meeting rooms by the applicant group or individual.

Minors seeking to use a meeting room must have one or more adult supervisors present at all times during said use.

Failure to notify the Library of cancellations may result in forfeiture of the right to future use of a meeting room.

### **Reservation & Meeting Room Availability**

Meeting rooms are available 15 minutes after the Library's operating hours begin; meetings must end and rooms must be vacated 30 minutes prior to the Library's operating hours end. Dates of



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meeting room availability are two months in advance of, but no less than one week from, the current date.

In the event that the Library closes for a weather emergency or for any other reason, meetings are automatically cancelled; the Library takes no responsibility for notifying participants.

### **Rules for Room Use**

- All meetings shall be open and free of charge to the public. No person shall be excluded from attendance except to comply with applicable occupancy limits.
- Occupancy limits are as follows:  
Fogelberg A, B or C – 30 each  
Fogelberg (combined) A/B or B/C – 60  
Fogelberg (combined) A/B/C – 100  
Small Meeting Room – 10
- Meetings must stay contained within the reserved space.
- Light refreshments are allowed and must be contained to reserved space. Meals and heated foods are not allowed.
- Smoking and drug use are strictly prohibited on Library premises.
- Failure to restore a meeting room to such prior condition shall render the group liable to the Board for the cost of doing so.
- Moving partitions in any manner is strictly prohibited.
- Adhering or fastening objects to a meeting room wall is strictly prohibited.
- The Library will not provide porter service or carry supplies, and custodial help is not available other than for general maintenance of the room.
- Groups and individuals shall, at their own expense, procure any license or permit necessary for the conduct of their meetings.
- Attendees, including the group or individual who received a meeting room, shall comply with all requests by Library staff and, if applicable, the Burlington Police Department. Those who fail to do so will be required to leave the Library.

### **Audio / Visual Equipment**

Meeting room audio/visual equipment is supplied upon request by the Library. Equipment may be controlled via the wall-mounted control panel, and connections to the monitor and/or projectors are made via the HDMI port on the wall. Groups must provide their own media player (laptop, DVD, etc.) and adaptors.

Library staff is not available to operate or troubleshoot equipment. If audio or visual equipment is used, the user shall be responsible for set up and take down. The user shall have knowledge of how to operate equipment. It is not the responsibility of the Library staff to operate equipment. Separate appointments may be requested at the Library staff's convenience to orient users to the setup of the wall panel and to test outside equipment.



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### **Denial of Use**

The Board and the Library staff reserve the right to reject a request to use a meeting room if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with any of the terms and conditions of this policy or any other Library policy. In determining whether such a likelihood exists, the Board and/or the Library staff may take into consideration the contents of the application form, the history of the group's or individual's meeting room use in the Library, the history of the group's or individual's use of meeting facilities elsewhere, and such other information as the Board deems appropriate.

No group or individual may use the Library for any purpose that would directly or indirectly violate the civil rights of others; as set forth in 42 USC 1983; Mass. G.L. c. 151B, and Article 1 of the Declaration of the Rights of the Massachusetts Constitution; as well as any other Federal, State, or local law or regulation.

### **Publicity**

In allowing a group to use a meeting room, the Board and the Library staff do not imply any endorsement of the group's beliefs, policies, or program. No group shall in any of its publicity state or suggest that the Burlington Public Library, the Board of Library Trustees, the Town of Burlington, or any of the Library staff or other Town employees sponsors or endorses the meeting, the group or individual, or any particular set of ideas.

Groups may identify the Library by name and provide its address in their publicity for the meeting, but may not give out the Library's telephone number, use its logo or invite potential attendees to contact the Library.

### **Indemnification and Insurance**

Use of the library meeting room is voluntary. In utilizing any library meeting rooms, the group or party(ies) responsible for said use, agree to the terms and conditions of this policy and agree to hold the Board, the Town of Burlington, and all Library staff and other Town employees harmless from and to indemnify them against all costs, damages, losses, claims, and expenses incurred, directly or indirectly, as a result of such group's use of a meeting room. Such costs, damages, losses, claims, and expenses shall include, without limitation, any damage to meeting rooms or any other part of the Library building, grounds or collection; the cost of employee overtime, if occasioned by the use of a meeting room; the cost of police protection, if deemed necessary by the Board of Library Trustees; and any claim asserted by any third person against the Board, the Town of Burlington, and/or any Library staff or other Town employees on account of any alleged injury causally related to the meeting, together with defense costs including reasonable attorneys' fees.

Said writing shall also constitute a release by the group and each and all of its members or by the individual of any claim against the Board, the Town of Burlington, or the Library staff or other Town employees for any injury to persons or damage to property suffered by such group or any



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of its members during or as a result of the use of a meeting room, except insofar as such injury or damage is directly and solely caused by the negligence or intentional misconduct of any person belonging to or acting on behalf of the Board, the Town of Burlington, or the Library staff or other Town employees.

The Board reserves the right to require any applicant group or individual to supply a certificate of insurance, from an insurer licensed to do business in Massachusetts, in such amount and in such form as the Board may reasonably deem appropriate, such amount not to exceed \$1 million, naming the Board as an additional insured, and covering damage to the Library building, grounds and collection and injury to persons occasioned by the meeting. Said certificate shall evidence that the insurance it represents is not cancelable except on at least ten (10) days' written notice to the Board. In the event of such cancellation, the meeting reservation shall be canceled unless the group or individual forthwith substitutes a new insurance certificate meeting the aforesaid requirements.

### **Police Protection**

The Board of Library Trustees (the "Board") reserves the right to determine, in its reasonable discretion, whether any proposed use of a meeting room will require a police detail or other police protection, and, if so, the anticipated cost thereof. In making this determination, the Board may take into consideration the contents of the application form, the history of the group's or individual's use of a meeting room, the history of the group's or individual's use of meeting facilities elsewhere, and such other information as the Board may deem appropriate. The Board may consult with the Chief of Police or his/her designee in making said determination.

If the Board determines that said police protection is necessary, the group or individual seeking to use a meeting room will be required, as a condition of doing so, to pay the Board by such date in advance of the meeting as the Board sees fit, the anticipated cost of said police protection, said sum to be applied thereto, with any surplus being returned to the group after the meeting.

### **Emergencies**

Groups and individuals are advised to orient their members to the exit routes available in case of emergency. The Library shall not be held responsible for loss, injury or damage to persons or property occurring during or as a result of an individual's or a group's use of Library facilities.

### **Violations**

Violations of this policy shall be dealt with on a case-by-case basis. Denial of use may be appealed in writing to the Board. Any illegal acts regarding meeting room use are subject to prosecution by local, state, or federal authorities.

### **Exceptions**

Exceptions to this Policy may be made at the discretion of the Board of Library Trustees or Director as deemed in the best interest of the Library and the community.



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The Board of Trustees reserves the right to amend this policy, and to rule on situations not specifically covered herein. The Board of Trustees and the Library Director shall review this policy as deemed necessary.

**BOARD OF TRUSTEES (Meeting Room Policy)**

**DATE**

\_\_\_\_\_ Chairman \_\_\_\_\_

\_\_\_\_\_ Vice-Chairman \_\_\_\_\_

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Reviewed November 9, 2023