



Meeting Room Policy



The mission of the Grafton Public Library (hereinafter the “Library”) is to provide residents of any age opportunities to find and use information in many formats as they pursue personal growth and education throughout their lives. It helps them develop their ability to find and evaluate information used daily and all lifelong. It provides materials and programs relevant to contemporary issues and interests that enlighten, inform, and entertain.

In support of this mission, the Library provides meeting rooms and group study space. Meeting rooms are available to community and non-profit groups and organizations for meetings that are educational, cultural, and/or civic in nature.

The use of the facilities shall be in accordance with the policies and procedures set by the Trustees of the Grafton Public Library. In allocating the use of meeting space, the Trustees of the Library 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. However, the provision of meeting 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 meeting space that is likely to disturb Library patrons in their customary use of Library facilities, impede Library staff in the performance of their duties, or endanger the Library buildings or collection will be approved or permitted.
- Use of meeting space for Library purposes shall take precedence over all other uses.
- Permission to use a Library meeting space does not constitute or imply Library endorsement of the aims, policies or activities of any group or organization, or the views expressed in the meeting.
- Reservations for meeting room space are on a first-come, first-served basis.
- Library or Town sponsored meetings have priority, and the Grafton Public Library reserves the right to preempt any scheduled meeting. The Library will make every effort to give advance notices of such preemption with seven (7) days notice, pending to change, subject to unanticipated emergency situations.
- All meetings must be free of charge and open to the public.
- Unless pre-approved by the Library, no admission charge, request for donation, or items for sale are allowed. No goods or services shall be promoted, sold, or exchanged upon the premises or by sample, pictures, or descriptions, unless specifically permitted by the Library.
- Meeting space shall not be used for entrepreneurial or commercial purposes, or for the solicitation of business —please see the Facilities Rental Policy regarding reservations to for-profit businesses or individuals.
- Meeting space shall not be used for profit or for fundraising other than fundraising that supports the Library.

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- Groups using Library meeting space must not use advertising and publicity which imply that their programs are sponsored, co-sponsored, endorsed or approved by the Library, unless written permission to do so has been previously given by the Library.
- Reservations may be made no more than three months in advance.
- No group may consider the Library its permanent meeting place or use the Library as its mailing address.
- The Library has the authority to accept, renew, or reject requests for use of the room under the established policy.
- To promote the accessibility of the meeting space to a wide variety of community groups, the Library may limit meetings for any particular organization.
- The Trustees of the Grafton Public Library and the Library staff reserve the right to reject a reservation request 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 or in contravention of any of the terms and conditions of this policy. In determining whether such a likelihood exists, the Trustees of the Grafton Public Library and/or the Library staff may take into consideration the contents of the application form, the history of the group's meeting space use in the library, the history of the group's use of meeting facilities elsewhere, and such other information as they may deem appropriate.
- The Trustees of the Grafton Public Library and/or Library staff reserves the right to determine, in its reasonable discretion, whether any proposed use of a meeting space will require a police detail or other extraordinary police protection, and if so, the anticipated cost thereof. In making this determination, the Trustees of the Grafton Public Library may take into consideration the contents of the application form, the history of the group's meeting space uses in the library, the history of the group's use of meeting facilities elsewhere, and such other information as such the Board may deem appropriate and may consult with members of the Grafton Police regarding this inquiry.
- If the Trustees of the Grafton Public Library and/or Library staff determines that such police protection will be reasonably necessary, the group seeking to reserve the use of a meeting space shall be required, as a condition of such reservation, to pay to the Grafton Public Library by such date in advance of the meeting as Library staff reasonably sets, the anticipated cost of such police protection, and such sum applied thereto, with any surplus being returned to the group after the meeting. The group shall be liable to the Library for any deficiency.
- Meetings must conform to the scheduled operating hours of the library. Exceptions may be made upon request and with the organization paying in advance for the needed staff.
- All organizations or groups shall indemnify, defend, and hold harmless the Grafton Public Library and the Town of Grafton, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the organization or group resulting in or relating to

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personal injuries or property damage arising from the organization/group's use of the Library meeting room.

- The Grafton Public Library Board of Trustees delegates to the Library Director or his/her designee the authority to develop and implement procedures which carry out the provisions of this policy.
- Exceptions to the policy may be granted only by the Grafton Public Library Board of Trustees or its delegate.

Companion Documents: Grafton Public Library Room Reservation Procedures, Facility Rental Policy

Adopted, Board of Library Trustees: September 14, 2021