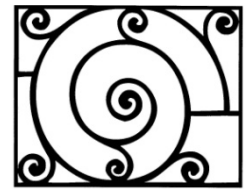


Ipswich Public Library

Collins Room Use Policy



Purpose:

Ipswich Public Library exists for the purpose of providing library services for residents of Ipswich, Massachusetts. The library's meeting rooms are used primarily for library programs, but we are also pleased to offer the spaces to non-profit groups engaged in educational, cultural, intellectual, or civic activities. The meeting room facilities shall be made available to such groups on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use.

Policy:

When meeting rooms are not being used for library programs, the Library Trustees welcome the use of the meetings rooms by non-profit groups whose primary clientele are Ipswich residents. The following rules and procedures have been established by the Board of Library Trustees and Library Director to serve as guidelines in the use of spaces in the Library.

General Guidelines:

1. **The Collins Meeting Room accommodates a maximum of 65 people.**
2. Permission to use the library spaces will be granted by the Library Director or his/her designee upon completion of the appropriate application form (attached). Granting of permission to use library facilities should not be construed as an endorsement of any individual or group by the Board of Library Trustees or the Town of Ipswich.
3. In order to assure space is sufficiently available for Library programs and services, reservations by non-Library groups will not be accepted more than three weeks in advance of the proposed meeting date.
4. Meetings of Town boards and committees must be open to the public and meet all other requirements of the Open Meeting Law. Political fundraising or campaigning is not allowed, in accordance with MGL Ch. 55 (Campaign Finance Law).
5. Programs may not be held for the purposes of commercial solicitation or religious proselytization.
6. Meetings must end, including returning library facilities (and the Collins Room kitchen) to the condition in which they are found, and the space vacated no later than 15 MINUTES BEFORE library closing. Applicants wishing to use the room beyond library closing time may do so for an hourly fee. Request for after-hours use must be made at the time of application, and is contingent upon adequate staffing.
7. The Ipswich Public Library, the Board of Library Trustees, and the Town of Ipswich assume no liability for injury to persons authorized to use Library facilities and further assumes no liability for loss or damage to equipment, materials, or other individual property. Groups using the facility will need to sign a release of liability (attached).
8. The Library Director or his/her designee reserves the right to cancel any reservation at any time due to unforeseen circumstances, such as, but not limited to, inclement weather conditions or emergency situations. The Library also reserves the right to deny an application request for a program determined by the Library Director and/or Board of Trustees to be inappropriate to the library's mission or which have potential to cause damage to the facilities.
9. Use of the Collins Room kitchen requires prior approval (at time of application) and adherence to regulations for that area. Approved food and beverages must be served and consumed only in

designated areas. Applicant is responsible for compliance with requirements of the Town's Board of Health and must contact the Board of Health's Agent for a determination whether a food service permit is also required.

10. All meeting room use must adhere to the library's expected behavior policies, including activity that interferes with the staff's ability to do their job or with other patrons' use of the library. Organizations using any library space shall be responsible for controlling the behavior of persons entering the building or attending the function. Staff may ask the group to leave the room if the activity is disruptive to normal library business.

Procedures for reserving Collins Meeting Room:

Applicants must complete the "Application for Use of the Collins Meeting Room" form and release of liability (available at the Library), and receive approval from the Library Director or his/her designee. Applications submitted online constitute agreement to and compliance with all policies and conditions of use, including the release of liability. The Collins Room may be reserved for a maximum of once per month by any individual or group. The room may not be used without making a reservation.

Use of Collins Meeting Room: General Release of Liability:

I the undersigned understand that my/our participation in the above stated meeting or program on Library property involving physical activity does include an inherent risk of possible injury. I assume all risk of any injuries, losses, damages as a condition of being admitted to any program conducted on Town of Ipswich property. For my own safety and health along with other participants, I agree to conduct myself in a manner consistent with Library rules and observe common sense safety. I certify that my physical health is sufficient to participate in the activities of said program.

I the undersigned shall to the maximum extent permitted by law indemnify and save harmless the Town of Ipswich from any and all damages, liability, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with the following meeting, activity or program held on Town of Ipswich property.

I the undersigned below certify that I have read the above agreement and I consent to the written provisions for myself and/or said child applicant as participant(s).

Responsible person signature (applicant)

Please print full name