



Melrose Public Library

Meeting Room Policy

Meeting Rooms in Melrose Public Library are available for Melrose organizations of a civic, cultural or educational purpose. No goods or services shall be promoted, sold, or exchanged upon the premises or by sample, pictures or descriptions. Use of meeting rooms for library purposes shall take precedence over all other uses.

Meeting Rooms are available to other City Departments. Priority will be given to City Departments after Library needs but before non-municipal organizations. Library staff shall have the right to cancel, reschedule or transfer meeting room locations or dates that conflict with library sponsored meetings, programs and/or special events. In such cases, staff will make their best effort to give advance notice.

Public use of meeting room space is not the library's primary mission and must at all times be subordinate to the need to provide a safe, peaceful and respectful environment in which to conduct regular library business. No use of the meeting rooms will be allowed 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 patrons, staff or the library buildings or collections.

Meeting room requests shall be granted on an individual basis, with the Library Director reserving the right to refuse or withdraw the use of the facility for reasons of unsuitability as to size, scope of the meeting, or abuse of property.

Use of technology in the meeting spaces requires advance orientation with the Technology Librarian, scheduled at the convenience of the Library. Planning well in advance is strongly encouraged. User groups are responsible for any damage to any technology or furniture in the space.

Use of the meeting rooms does not constitute or imply endorsements by the Library of the aims, policies, activities, or points of view expressed by participants.

Meeting rooms are available during regular library hours on those days that the library is scheduled to be open. Meetings should end no later than 15 minutes before closing. The building must be vacated by closing time. Young children who attend meetings with their parents must remain with their parents, in accordance with the Safe Child Policy.

The Trustees Room consists of a conference table and chairs, which are a static setup. Food is not allowed in the Trustees Room.

The Meeting Room has tables on wheels and stackable chairs. Custodial staff will accommodate room setup requests where possible, however, users are ultimately responsible for their preferred setup, and may need to reposition tables and chairs. Food is allowed in the Meeting Room, however any debris must be cleaned by the group prior to vacating the room. The Meeting Room has an attached kitchenette that remains locked. Access to the kitchenette must be made at the time of reservation. Groups are responsible for providing their own supplies. Public desk staff are not able to provide access to the kitchenette.

Once a group reserves the room, it may remain unoccupied for no more than fifteen (15) minutes past the reservation start time. The Library is not responsible for lost, damaged, or stolen property. The Library reserves the right to remove items left unattended in the room for fifteen (15) minutes or more.

The person who makes the reservation for the room is responsible for the condition of the space and is financially responsible for any damage done to the room and its furnishings during the time period reserved. The room must be left in a clean and orderly fashion. Users may move and rearrange tables and chairs as long as they are returned to their original configuration after use.

The Lower Level Meeting Room can accommodate 90 people. The Trustees Room can accommodate 8 people around a conference table. The room can accommodate 8 -12 people in the room overall. Reservations may be made up to two months in advance but not less than 7 business days. Reservations are tentative until approved by staff. Under no circumstance will a reservation be made at a Service Desk on the day of use. Public desk staff are happy to answer questions regarding policy and procedure to the best of their ability, but are not authorized to approve room reservations, whether for new or existing groups.

Melrose organization who qualify under this policy may reserve all meeting rooms individually or in combination a maximum of once per week, up to a maximum of 12 per year.

City of Melrose departments may reserve all meeting rooms individually or in combination a maximum of twice per week, up to a maximum of 24 per year.

In case of an unscheduled library closing the library will make its best effort to notify group contact persons with the contact information on file. Such groups may reschedule another meeting time, following this policy.

Groups that repeatedly cancel without proper notice, demand a meeting room without a reservation, change rooms/dates without authorization, or violate any policy or procedure may lose their room use privileges for a minimum of three months.

There is no charge to use the meeting room spaces at the Melrose Public Library, nor may staff accept any funds either personally or on behalf of Melrose Public Library to influence meeting room use approval. Meetings must be free to attend and open to the public. The Library's meeting room space is not intended for private use.

The right to use meeting room space is dependent upon adherence to any Meeting Room Regulations and Procedures, which will be provided to all users of the meeting room space.

October 2, 2012
Approved by Trustees
Revised: May 27, 2025
Revised: December 9, 2025

Organizations using a meeting room are encouraged to make a donation to the library if they are able. A check payable to Trustees of Melrose Public Library may be left at the main desk.