

Meeting Room Policy

Scope

The Sherborn Library welcomes the public use of its meeting rooms in keeping with the Library's mission of informing and engaging the community. This policy is intended to assist in the equitable use of meeting spaces while supporting the Library's mission.

The Library's Board of Trustees establishes policy regarding the use of the Library and is the sole authority in interpreting the policy, rules, guidelines and procedures. The Library Director has supervisory responsibility for Library use, as delegated by the Board. Library staff and Trustees reserve the right to attend any meetings held in the Library.

Preferences for Room Use

First priority is Library programs and functions, including the Friends of the Library and the Library Board of Trustees, followed by Sherborn Town Departments, then Sherborn-based Non-Profit organizations next, then other Sherborn groups and individuals. Rooms cannot be reserved by individuals for private social functions.

In accordance with the American Library Association's "Library Bill of Rights", the Library does not limit use of meeting rooms based on the subject matter or content matter of the meeting or the beliefs or affiliations of the meeting's sponsor.

Meeting rooms are subject to the restrictions set forth by the Commonwealth of Massachusetts' public buildings for political use.

Descriptions of Rooms

Community Room: This room seats 109 persons. The hours of use for eligible groups may extend beyond the hours of operation that the Library is opened by application in advance.

Trustees' Conference Room: This conference room occupancy level is 37 persons and may be reserved for meetings that involve discussion and audio-visual presentations.

Study Rooms: Two rooms are designated for individual and group work. The occupancy level for Study Room East is four and the occupancy level for Study Room West is six. Rooms can be reserved online up to two weeks in advance for a maximum of two times per week at sherbornlibrary.org. Study rooms are not considered meeting rooms and the rules for their use are detailed in a separate section.

Publicity

The Library will not publicize non-Library sponsored events. All non-Library events must add to all publicity "Sherborn Library is not sponsoring this event." A group's use of a Library meeting room shall not be considered an endorsement by the Library of that group or the event.

Making Reservations

All rooms must be reserved through the online room reservation system at sherbornlibrary.org, or through a librarian, in person or over the phone. The full reservation form must be completed. Application for the room does not assure approval.

Room reservations follow the preference criteria in the Library's Meeting Room Policy and are taken in order received.

Users must sign in at the main desk before they use the room.

Unreserved rooms available on the day of a meeting are assigned on a first-come first-served basis. Equipment use, and training in the use of equipment, may not be available to short-notice reservations.

The Library reserves the right to assign rooms based on availability, size of group and planned use, in order to accommodate the greatest number of users. The number of attendees is limited to the maximum capacity for each space as determined by the Fire Chief.

Groups requesting recurring meetings more than 2 times per month must receive permission from the Library Director.

If the Library is closed for bad weather or other circumstances, the Library staff will attempt to contact the meeting sponsor's organization. Every effort will be made to reschedule the room booking.

Community groups whose organizations hold public programming on an annual or monthly recurring date and time may reserve that recurring date and time up to one year in advance. Cancellation or postponement of the recurring meeting date and time does not guarantee the availability of an alternative date and time, unless an inclement weather date is established with the reservation in advance. If a room is needed for a Library, Friends of the Library or Library Board of Trustees meeting or program, we reserve the right to use the room and will make all attempts to give advanced notice.

The Board of Library Trustees reserves the right to refuse the use of the Library meeting space or cancel any reservation when they deem the action to be in the best interest of the Library and/or Town.

Room Use

Meetings must take place during hours the Library is open, unless permission has been granted by the Library Director at least two weeks in advance of the meeting.

Meetings and their participants must follow all Library rules.

Attendance must be limited to the capacity of the meeting room.

The Library's Community Room and Trustees' Room are equipped with a computer, projector, sound System and internet access. Only trained individuals will be permitted to use the AV equipment. Staff may arrange a training to use equipment prior to event. Room renter must inform staff of their technology needs during the application process.

Any furniture moved by the meeting user must be returned to its original positions at the end of the meeting. No postings or hangings may be made on meeting room walls.

The person making the room reservation shall be responsible for cleaning the space immediately after use and remove all trash and other materials brought to the meeting. The contact person must inform the staff of any changes to the room's standard set-up.

Meeting room activities must not interfere with or disturb Library staff or users.

The contact person must inform the Library about the sound level of the event (i.e. music, performance, audible voices).

Food and use of the catering room are permitted. Alcoholic beverages are not permitted unless the applicant has filed for a special permit with the Select Board following Town Policy, and received the Library Director's permission.

Liability

Meeting room users are responsible for all damage to Library facilities or property. The person reserving the Community Room must be 18 years or older and is responsible for meeting conduct, extra costs and liability.

The Library is not responsible for the loss or damage of the group's property or the property of the persons in attendance.

Effective Date: This policy was adopted November 15, 2022