

Hazen Memorial Library

Meeting Spaces Policy

Amended: May 2026

MEETING SPACES POLICY

In keeping with the Library's mission to create welcoming spaces that serve as public commons and encourage civic engagement by offering people opportunities to connect and interact, the Hazen Memorial Library's meeting spaces are available at no charge for use by community groups for informational, educational or cultural meetings and programs. The library's meeting spaces are community assets and we encourage their use by community groups when not in use for Library programs or meetings held by the Town of Shirley boards and commissions. The rooms are not to be used for social, partisan religious, partisan political purposes, or for the benefit of commercial enterprises or individual use; you may not solicit for a particular business or cause, or gather personal information from attendees.

Meetings must be free and open to the public.

The use of meeting rooms does not imply the library's endorsement of any ideas expressed in the meeting nor of the goals, objectives, or ideals of the person or organization using library facilities. No advertisements or announcements implying such endorsement will be permitted.

Questions of interpretation will be referred to the Library Director. Final determination rests with the Board of Trustees. Permission to meet at the library does not in any way constitute or imply endorsement of the users' policies, beliefs, or programs by the library staff or Board of Trustees.

Please read the following, fill out and sign the attached Request Form.

MEETING SPACE CAPACITY

* Meeting Room Capacity: 70 people using theater/audience style. If tables are used, the capacity is 40.

* Quiet Study Room Capacity: 8 people.

HOURS OF AVAILABILITY

Meeting rooms can only be reserved for days and times when the library is open. All meetings must end fifteen minutes prior to closing. Rooms are not available when the Library is closed due to emergency conditions or inclement weather. Special permission to meet beyond closing hours may be granted to Town boards and committees by the Library Director or Board of Trustees. However, all exits will be locked at normal closing

times. Municipal boards can be exempted from this policy at the discretion of the Director or the Board of Trustees.

REGULATIONS FOR USE

- The applicant is expected to adhere to the stated purpose of the meeting.
- All library meeting room use must be completely free of charge and open to the public. Meeting rooms cannot be used for commercial purposes, for the solicitation or development of business, or for any collections or sales of goods or services.
- Any publicity for gatherings in library meeting spaces must include the following statement: **“This event is free and open to the public.”** Any handouts or distributed or exhibit materials are subject to inspection by the Library Director or Board of Trustees, and any press releases, advertisements, or announcements must be cleared with the Library Director (*excluding official postings by Town Boards and Committees*) prior to distribution or publication.
- Groups or organizations may have 2 bookings of meeting space per month and book up to 3 months in advance.
- Rooms may not be booked for personal events.
- Large Meeting Room may be booked for up to 4 hours maximum.
- Failure to cancel a reservation (min. 24 hour notice) may result in suspension of meeting space reservation privileges.
- Patrons must check in at the Circulation Desk before using any reserved space.
- Food and non-alcoholic beverages are only allowed in the Meeting Room. No vaping, smoking or alcoholic beverages allowed. Groups must provide all equipment and supplies, and remove all food and trash when finished. No food or beverages other than bottled water are allowed in the Quiet Study Room.
- Each group is responsible for setting up the room. While the library staff will make every attempt to set up a room in advance, please be prepared to set up or rearrange the room if necessary and leave the room as you found it.
- Groups should take all necessary precautions to avoid damage of library equipment, furnishings, floor coverings, and other library property. The group and its designated individual shall be responsible for any damage to library property.
- Misrepresentation of the use of the room or failure to abide by the policies of the library may be cause for denial of further use of the meeting spaces.
- Meetings must end at the time scheduled, unless authorization is granted.
- The library will not store or be responsible for equipment belonging to groups using the facility, except with permission of the Director.
- Presenters who wish to use the library’s AV Equipment are strongly encouraged to test their equipment for compatibility ahead of time. Staff may not be available to assist with troubleshooting during the meeting.
- Groups using the meeting rooms shall secure any necessary performance licenses and indemnify the library for any failure on their part to do so.
- Library staff shall have the right to cancel, reschedule, or transfer meeting room locations or dates that conflict with library sponsored programs and/or special events. In such cases, the library will make its best effort to give advance notice.
- Programs may not disrupt the use of the library by others. Users shall abide by all rules in the Library Use policy. No use of any library space that disturbs or

infringes upon others' right to the use of the library, impedes the Library Staff in the performance of their duties, or endangers the library building or collections will be allowed.

- Drop-in use of any library meeting space is arranged at the Circulation desk; and is first-come, first-served. All participants must adhere to stated library policies.
- Any exceptions to these guidelines must be approved by the Library Director before a reservation is made. Failure to follow these guidelines may result in loss of use of the meeting room.

RESERVING THE MEETING ROOM

- Any adult 18 years of age or older may request to reserve the room by filling out the request form, available on the library website or at the Circulation Desk, at least one week in advance, but no more than three (3) months in advance. Please note that only library sponsored events are posted on the online calendar.
- Scheduling will be on first come, first served basis. Library programs and Shirley municipal board and organizations will be given preference. The amount of time any one organization may use the room is designated under the regulations for use.
- Equipment must be requested at the time the room request is submitted.
- The individual who signs the Meeting Room Reservation Form assumes responsibility for any personal injury or property damage resulting from the use of said room and will be responsible for any claims resulting therefrom.
- Neither the Board of Trustees, nor the Town of Shirley shall be responsible for injury to persons or property that occurs while the Meeting Room is being used.
- Once approved, a notification will be sent by email or phone.
- When available, the meeting spaces may be used on a drop-in basis. Drop-in users must leave the room as found, as they are usually set up for the next scheduled event.

USING THE LARGE MEETING SPACE

- Check in: Patrons must check in at the Circulation Desk before using any reserved space.
- Cancellations: Failure to cancel a reservation (min. 24 hour notice) may result in suspension of meeting space reservation privileges.
- Maintenance: The Library has limited custodial hours and staff. The room will be cleaned prior to your organization's use. You are expected to leave it in the same condition that you found it. Non-alcoholic beverages are allowed. Smoking is not allowed in the building or on the Library grounds. Use of items such as paints, markers, glues, etc, are restricted, and permission from the Director is required. Be sure to arrive early enough to set up chairs, tables, and any equipment as needed, and leave the room as you found it.
- Kitchen Use: A kitchen is available upon request. Please bring your own supplies and leave the room as you found it. Appliances available are: coffee urns, microwave, stove and refrigerator. Items in the kitchen cabinets and refrigerator belong to library staff and are not to be used. Take all perishable items with you

- when you leave. All trash must be bagged and removed. Be sure all appliances are turned off before leaving the library.
- General Behavior: The individual requesting the reservation assumes responsibility for the behavior of the group, and for the physical condition of the room, during, and at the completion of the event. Users are expected to behave in a mature, responsible manner, to respect the property, and the staff, and the patrons of the Library. Excessive noise, destructive behavior or failure to adhere to these policies can result in loss of privileges.
 - Emergencies: In case of emergency, the fire exit door can be accessed into the main Library area. Notify the Shirley Police Department immediately by dialing 911.

RESERVING AND USING THE QUIET STUDY ROOM

- Anyone 14 years of age or older may request to reserve the quiet study room by filling out the request form, available on the library website or at the Circulation Desk, at least one week in advance, but no more than two (2) months in advance.
- Failure to cancel a reservation (min. 24 hour notice) may result in suspension of meeting space reservation privileges.
- Walk-in use of the quiet study room is arranged at the Circulation Desk, and is first-come, first-served. The room must be unlocked by a librarian.
- The maximum length of time a person can book the study room is 2 hours per day. Users can remain after their booking if the room is available, although they must vacate the space as soon as the next reservation arrives.
- The quiet study room is only available when the library is open. No after-hours use is allowed.
- The quiet study room must be vacated at least 15 minutes prior to closing.
- The library reserves the right to close the space or impose time limits, at the library staff's sole and absolute discretion.