

Tewksbury Public Library Policy

Use of Library Meeting Rooms

The Board of Library Trustees of the Tewksbury Public Library welcomes the cultural, educational, and civic use of the Library's meeting rooms within the guidelines of this policy. Meeting rooms that can be reserved include: the first floor Meeting Room and the second floor Trustees' Conference room. *Please note: First priority in the use of the Library meeting rooms will always be given to Library-sponsored and co-sponsored classes and events, and to such held in cooperation with the Library. Room Reservations are subject to cancellation with one week's notice if the room is needed for Library use.*

Policy:

Library meeting rooms are available free of charge on a first-come, first-served basis for the following groups:

- Educational, cultural, civic, political, religious, or professional organizations
- Individual/Small groups of students and their tutors
- Agencies, Committees and Officials of the Town, State and Federal Government

Library meeting rooms are not available to groups/individuals for:

- Ongoing meetings of a club or organization—One meeting per six-month period will be allowed
- Promotion or sale of services, except for those that are sponsored by the Library
- Private social or commercial functions
- Fundraising purposes; except for those that benefit the Tewksbury Public Library

Rooms shall be reserved only by Tewksbury residents and on behalf of Tewksbury-based organizations.

The Library Administration reserves the right to assign an organization to a specific meeting room. Attendance is limited by meeting room seating capacity.

The Library will schedule only those meetings which will not disturb other Library activities or patrons. The Library Administration and Trustees reserve the right to deny use of meeting rooms for purposes deemed to be disruptive to library operations.

No promotion or sale of items or services is allowed in any Library meeting room, except for those events or classes that are co-sponsored by the Library.

Except as a designation of location, the name and contact information of the Library may not be used in any publicity for a meeting.

Use of the Library's meeting rooms does not imply endorsement by Library Staff, Board of Library Trustees, or Town Officials of the viewpoints presented.

Meeting room use may be denied to anyone falsifying a meeting room request or failing to comply with this policy. Library Administration and the Board of Library Trustees reserve

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Tewksbury Public Library Policy

Use of Library Meeting Rooms

the right to refuse the use of meeting rooms to any organization, group or individual who has previously abused this policy and guidelines.

All meetings must be open to the general public.

The Tewksbury Public Library, the Board of Library Trustees and the Town of Tewksbury disclaim any liability for injury to persons or loss of property of the applicant or attendees while using the Library meeting rooms.

The Board of Library Trustees authorizes the Library Director to make exceptions to this policy and guidelines when necessary to further the Library's goals and objectives.

Guidelines:

Meeting room reservations can be made by a Tewksbury resident by completing a Request for Use of Meeting Rooms form. This form is available on the Library's website or via email or postal mail by calling the Library's administrative offices at 978-640-4490.

- Attendance shall be limited to the room's capacity as determined by the Building Commissioner and Fire Department. The applicant shall be responsible for adhering to capacity limitations.
- Requests for the use of equipment must be made at the time of the reservation.
- Room arrangement requests must be made at the time of the reservation. Any furniture moved by the group must be returned to its original arrangement.
- Permission to use the kitchen facilities and to bring in refreshments and paper goods must be obtained in advance.
- An LCD projector and screen is available for use when available, and when requested in advance.
 - Group/Individual is responsible for bringing a laptop for use with the projector.
 - The projector and screen will be set up in advance.
 - Rules and instructions will be available with the projector, but the Library does not provide operators or detailed technical assistance for its operation.
 - Users should be familiar with using a projector and related equipment. If instruction is required for equipment operation, the person requesting the room should request a training appointment with Library staff.
- In case of inclement weather, or any other changes to the Library's hours of operation, library personnel will attempt to contact the applicant to cancel or reschedule.
- Library Personnel will deliver phone message for meeting attendees only in the case of an emergency.

Meeting rooms are available only during the library's scheduled hours of operation.

- The meeting room is not available after hours.

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Tewksbury Public Library Policy

Use of Library Meeting Rooms

- No access is allowed into the building prior to or after the library's scheduled hours of operation. Exceptions to this condition may be made in advance for agencies, committees and officials of the Town, State or Federal government.
- All meetings shall adjourn no later than 15 minutes prior to closing to allow participants time to gather their belongings and for library personnel to secure the facilities.
- Candles and other open flames are prohibited.

Refreshments will be allowed only in the first floor Meeting Room. Food and drink must not be brought into other areas of the Library.

- Alcoholic beverages, unlawful controlled substances and smoking are prohibited in the building and on Library grounds.
- The person requesting a meeting room is responsible for ensuring that all trash is placed in the trash barrels and all food is removed or properly disposed of.
- If food is to be delivered by a catering company, the person requesting the meeting room is responsible for taking delivery of, and for arranging pick up of, catering supplies.

Parking space is limited.

- Meeting attendees must park in marked spaces in the Library parking lot.
- For meetings with 40 or more anticipated attendees, special parking arrangements must be requested at least two weeks in advance, so that alternative parking arrangements can be made.
- Hospital Drive is State owned property. Vehicles parked along it are subject to ticketing and towing.

Groups using library meeting rooms shall be held responsible for damages to facilities.

Library Administration may require groups to provide certificate of liability insurance.

- All groups or individuals using the Library's meeting room must comply with the Library Behavior Policy.
- The person requesting a meeting room will be held responsible for the orderly conduct of the group and for any loss of, or damage to, Library property.
- The person or group using the meeting room shall be responsible for the cost of any additional services deemed necessary by the Library Administration, such as custodial services, staff overtime, police detail, etc., including a minimum charge of \$40 per hour, or any portion of hours thereof, for meetings that have not adjourned by library closing.

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