

Scituate Town Library—Meeting Room Policy

Policy Statement

In keeping with its mission to meet the cultural and educational needs of the people of Scituate, to provide innovative programs and services, and to support life-long learning, the Scituate Town Library makes its meeting rooms available without charge to community groups and individuals. The primary purpose of this service is to provide space for educational and cultural enrichment and lifelong learning, and to support the Library's role as a gathering place for all ages, creating a sense of community and neighborhood belonging, and a welcoming environment for all residents.

Descriptions of Rooms

Community Room

The Community Room is located on the lower level of the Library, with a maximum capacity of 150 people. A minimum of 20 people is required to reserve the Community Room. This room has access to a kitchenette with a sink, a refrigerator, and a microwave. Furniture includes up to 150 chairs and 10 tables. Video/projection system and audio equipment is available upon request. A brief, one-time training session is required for the individual/organization who books the community room to learn about operating procedures and audiovisual equipment.

Conference Rooms

Two Conference Rooms are located on the upper level of the Library. A minimum of 6 people is required to reserve a Conference Room. The Large Conference Room has a maximum capacity of 20 people. The Small Conference Room has a maximum capacity of 10 people.

Book Club Room

The Book Club Room is located on the upper level of the Library. It is available for use by Library book clubs and local book clubs that are unaffiliated with the Library. This room has a maximum capacity of 15 people. There is no minimum number of people required to reserve the Book Club Room.

Regulations

Eligibility for Meeting Room Use

1. When the meeting rooms are not in use for Library-sponsored programs, all Scituate Town Departments and Boards and non-profit community groups and individuals may use the rooms for meetings and programs of an educational, cultural, or of a civic nature. Preference will be given to organizations whose primary patrons are Scituate residents.
2. Private meetings are not permitted, except for staff meetings or public meetings that must go into Executive Session. Meeting rooms are not available for personal or family use. All meetings must be open to the public and free of charge.
3. Meeting rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation or development of business, for profit or for fundraising, for religious services or proselytizing, or for gambling or games of chance.

4. Except for Library-sponsored events, no admission fees may be charged or solicited; no donations of money or other property may be solicited or collected from the audience; no contact or sales lists may be compiled; and no goods or services shall be promoted, sold, or exchanged upon the premises or by sample, pictures, or descriptions, except with advance permission from the Library Director.
5. In permitting use of its meeting rooms, the Library does not imply endorsement of the beliefs, policies, or activities of any group or individual. The Library endeavors to present a broad spectrum of opinions and a variety of viewpoints.

Scheduling and Reservation Application Procedure

6. Meeting rooms will be scheduled according to the following priorities:
 - Library programs
 - Municipal related meetings or programs
 - Other government departments and agencies
 - Local non-profit community groups and individuals, with preference given to organizations who primarily serve Scituate residents
7. Reservations for all meeting rooms will be handled by the Library. Applications are available online at (link to be added once approved). All applications will be approved or disapproved by the Library at its sole discretion; and application for use does not assure approval.
8. Applications may only be submitted by adults over the age of 18.
9. The Library Director may rescind permission or refuse to grant permission for any meeting room request if there is reason to believe that such use will subject the Library to undue costs or subject the Library operations to undue disruption.
10. Meeting room use applications must be made at least 1 week in advance and up to 90 days in advance.
11. No group or individual may reserve a meeting room more than once per month.
12. Applicants are responsible for setup, breakdown, and cleaning of room after use. Please account for this time when applying for meeting room use, as groups will not be allowed entry to reserved rooms before the hour stated at time of application.
13. In the event that an applicant must cancel a meeting room reservation, at least 24 hours' notice should be given to the Library, with the exception of weather-related events. Any applicant that fails to honor its reservation of a meeting room without notification of cancelation will forfeit the right to reschedule.
14. The Library may cancel a meeting room reservation due to building conditions, weather conditions, or other special situations.

15. On the rare occasion that the Library finds it must use a meeting room unexpectedly for Library or governmental purposes, even though a non-Library meeting has been previously scheduled, the Library will make every effort to schedule an alternate time or space for the non-Library meeting.

Availability of Facilities and Equipment

16. Meeting rooms are available for use Monday through Saturday during regular Library hours, and must be vacated 15 minutes before the Library closes, with the exception of after-hours use of the Community Room. See *After-Hours Use*.
17. A video/computer projection system and audio equipment are available upon request at time of application at the Library's discretion. Upon approval of application for use of Library's video or audio equipment, the applicant who will be conducting the meeting must schedule and attend an orientation of the equipment with Library staff. The trained applicant must be present at the time of the meeting in order to use the Library's video or audio equipment.
18. A kitchenette is available with use of the Community Room. Light refreshments may be served in this room.

Publicity

19. In publicizing a meeting to be held in a Library meeting room, the Library phone number should NOT be listed for further information. The sponsoring group and its contact information must be clearly identified.
20. Groups must not imply Library endorsement or sponsorship of their programs or organization in their publicity.
21. Posters and flyers for non-Library meetings must be submitted in advance for approval if they are to be posted within the Library or in any Library publications. The Library may list non-Library sponsored meetings and events in its newsletter, online calendar, and other publications.

Use of Meeting Rooms

22. The meeting facilitator must check in at the public service desk upon arrival for access to a reserved meeting room.
23. Meeting room activities must begin and end at the times specified in the reservation.
24. The group using the room is responsible for setting up, rearranging, cleaning up, and taking down tables and chairs. Please remember to book set-up and/or breakdown time in your reservation. Nothing may be attached to the walls or ceiling.
25. Meeting rooms must be left clean, in good repair, and in the same condition as they were found. Any group that damages Library property will be liable for costs incurred in connection with such damage, and may lose the privilege of using meeting rooms in the

future. A professional cleaning service may be employed if the meeting room is left in poor condition, and that cost would be passed on to the booking organization.

26. Applicants must provide their own kitchen supplies and are responsible for kitchen cleanup after use. All food, beverage, and supplies must be removed from the kitchen immediately after meeting ends.
27. All Town of Scituate ordinances, including fire code and Library policies, and posted room capacities must be strictly observed.
28. Nothing may be stored for a group before or after a meeting.
29. Children must be supervised at all times by a responsible adult at least 18 years of age. At least one adult must be present when youth groups use the meeting rooms.
30. Meeting room activities must not interfere with or disturb Library staff or users. Music and other noise must be kept to a level acceptable to the Library.
31. Smoking and alcoholic beverages are prohibited in meeting rooms and on Library grounds.
32. The Library telephone will be available for emergency use only. No messages will be taken for non-Library organizations or individuals.
33. Egress doors in meeting rooms are to be used for emergencies only and are not for access in and out of the rooms.

After-Hours Use

34. Monday through Thursday, the Community Room and Conference Rooms may be reserved for non-library related use for a period that extends past the Library's closing time.
35. Any meeting that extends past the Library's closing time MUST begin at least 1 hour before the Library's closing time.
36. Applications for after-hours meetings are subject to approval by the Library Director.
37. Groups or individuals holding meetings that will extend after the closing time of the Library will not be allowed access to any part of the Library other than the Community Room, kitchenette, and adjacent restrooms or the Conference Room(s) and adjacent restrooms.
38. Groups or individuals holding meetings that will extend after the closing time of the Library are responsible for ensuring that the Community Room is secured and locked before leaving the Library premises. Failure to secure the Community Room following

an after-hours meeting will result in loss of the privilege of using meeting rooms in the future.

Liability and Responsibility

39. One person aged 18 or over must be responsible to the Library for the conduct of a non-Library meeting. Any individual or organization using a meeting room must acknowledge the policies and regulations governing its use and assume responsibility for observing them by signing the application or checking the “terms” box on the online application form.
40. The Library assumes no responsibility for lost, stolen, or damaged items brought into a Library meeting room.
41. Any individual or organization using a Library meeting room agrees to indemnify and hold harmless the Library and its Board of Trustees and the Town of Scituate and its officials for any and all liability which may arise from the use of the premises.
42. The meeting room use privileges of any organization or individual that fails to comply with this Policy and its regulations will be rescinded.
43. The Library Director shall have the final decision on any meeting room use application and reserves the right to review, accept, or reject any and all applications for meeting room use, subject to appeal to the Board of Trustees.
44. Questions and concerns about this Meeting Room Use Policy or about any programs or events held in Library meeting rooms should be addressed to the Library Director.