

## **ART HOLMES COMMUNITY ROOM AND CLINKMAN PERIODICALS AREA**

### **MEETING ROOM USE POLICY**

**(Revised October 8, 2018)**

As a way of supporting our mission and vision, the Taft Public Library welcomes the use of the downstairs Art Holmes Community Room and/or the upstairs Clinkman Periodicals Area with the guidelines accompanying this policy.

Please note: First priority in the use of the Library meeting rooms will always be given to Library-sponsored and co-sponsored programs and to programs held in cooperation with the Library.

#### **POLICY**

The Library meeting rooms are available free of charge for the following groups/individuals:

- Educational, cultural, civic, social, political, religious, or professional organizations
- Persons volunteering as tutors as part of a non-profit program

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

- Promotion or sale of services
- Fundraising purposes, except for those that benefit the Taft Public Library
- Conducting classes for profit

No admission or attendance charge or required donation may be assessed by any non-Library group using a meeting room.

Use of a meeting room does not imply endorsement by the Taft Public Library staff or Board of Trustees.

Meeting room use may be denied to anyone falsifying a meeting room application or failing to comply with this policy.

#### **GUIDELINES**

1. Groups and individuals using the Library meeting rooms agree to the Policy and meeting room Guidelines.
2. Meeting rooms are free and open to the public.
3. Meetings are not to exceed the maximum capacity of 24 individuals per room.
4. Requests for use must be submitted at least a week in advance for approval and confirmation, using the Art Holmes Community Room and Clinkman Periodicals Area Room Reservation Form. Requests for room use may be made by adults only.

5. The meeting rooms are available for use during public service hours. Groups directly affiliated with the Library or the Town of Mendon (ie. Town Boards and Committees) may use the meeting rooms after hours at the discretion of the Library Director. All exits will be locked at normal closing times, however, and town board and committee meetings should end by 10:00pm.
6. All after-hours meetings must begin prior to closing.
7. The rooms cannot be used for personal or family purposes.
8. The person requesting use of a meeting room will be held responsible for the orderly conduct of the group and for any loss of, or damage to, Library property.
9. Groups and individuals must confine their activities to the meeting room, particularly when the Library is not open. Other areas of the Library (ie. the Adult, Young Adult, and Children's collections, the Genealogy Room) cannot be accessed at that time.
10. A program may not disrupt the use of the Library by others if it occurs during regular hours of operation.
11. The Library reserves the right to withdraw permission for meeting room use.
12. Except as a designation of location, the name and contact information of the Library may not be used in any publicity for a meeting.
13. Groups will not be permitted to post signs or distribute materials on Library property without prior approval of the Library Director. Unauthorized material will be removed. Press releases, advertisements, and announcements about meetings must be reviewed and authorized by the Library Director prior to publication and distribution (excluding official postings by Town Boards and Committees).
14. No promotion or sale of items or services is allowed in any Library meeting room, except for speakers or performers at Library programs who have obtained prior approval to sell merchandise or services related to their performance or presentation.
15. Attempting to raise funds for any purpose during a non-Library affiliated meeting is not permissible. Use of a meeting room to plan a fundraising campaign or event is permitted.
16. Light refreshments may be brought into a Library meeting room. The group serving them will be responsible for any clean-up following the meeting. Alcoholic beverages of any type may not be brought into, served, or consumed on the Library's premises.
17. Organizations must use the Library meeting rooms as they are furnished and are responsible for leaving the room in the condition they found it. Organizations are responsible for their own meeting room setup. Library staff can assist if time and staffing allows.
18. Library staff is not available to assist in the set-up or trouble-shooting of equipment a group might bring in. The Library is not responsible for equipment, supplies, or any other materials owned by the group and used in the Library. Use of Library-owned equipment by a group is at the discretion of the Library Director.
19. Storage of personal property, equipment, and/or supplies is not permitted in the Library.
20. Accidents must be reported to the Library Director or their designee during the day or to the Acting Department Head after 5pm, who will report the incident according to Library procedure.

Approved by the Board of Trustees: October 10, 2018