

## **Hamilton-Wenham Public Library Meeting Room Use Policy**

The Hamilton-Wenham Public Library provides free meeting rooms to the community as a public service.

Use of these meeting rooms does not constitute an endorsement by the library of a program or point of view expressed. No advertisements or announcements implying such an endorsement are permitted.

The facilities will be made available “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting the use.”(American Library Association’s Library Bill of Rights, Article VI)

### General Guidelines

- 1) Library meeting rooms are used primarily for library-sponsored activities and therefore, the library retains the right to give priority to library sponsored meetings, events, and programs in scheduling meeting room use. Only library functions will be scheduled more than six weeks in advance.
- 2) Meeting rooms at the Hamilton-Wenham Public Library are designed for groups and organizations that engage in educational, cultural, intellectual or charitable activities.
- 3) All activities shall be open to the public and free of charge. No donations may be solicited and no merchandise may be sold by any group using the meeting room, except for fundraising in support of the library.
- 4) Occupancy may be limited based on fire and public safety regulations.
- 5) Smoking and alcoholic beverages are not allowed in the meeting rooms.
- 6) Only the preparation of light refreshments will be permitted. Trash must be bagged.
- 7) Meetings of groups whose members are under age 18 must be supervised and attended by an adult with a ratio of 1:10.
- 8) Children under the age of six must be accompanied by an adult and remain with the adult at all times.
- 9) Meetings will generally be scheduled during regular library hours. A charge of \$50.00\* per meeting will be assessed for meetings scheduled before or after regular library hours. A staff member or trustee must be present at any meeting extending beyond regular library hours. No meeting shall extend beyond 10 p.m.  
\* *Custodial/staff services*
- 10) Permission to use library meeting rooms may be withheld from groups failing to comply with the *Meeting Room Policy* and from any group that damages the room, carpet, equipment, or furniture, or causes a disturbance.

- 11) The library specifically excludes the following types of uses of its meeting rooms:
  - Business firms and other for-profit organizations soliciting or selling products or services, regardless of purpose;
  - Private social functions, such as showers, birthday parties, dances, and the like;
  - Political campaigns, although bi-partisan political forums are permitted;
  - Programs not in keeping with the library's mission, goals and objectives, or which would interfere with the library's operation by causing excessive noise, a safety hazard, security risk, etc.
- 12) Use of the library meeting rooms by any group signifies acceptance of the terms of this policy. Any exceptions are subject to the approval of the Director and the Board of Trustees.
- 13) The Hamilton-Wenham Library and the Board of Trustees will not be held responsible for injuries or damage occurring during the use of the area. The library cannot be held responsible for loss or damage to exhibits or materials left in the meeting rooms or the personal property of those attending meetings, etc. in the library.
- 14) Any questions on the interpretation of this policy will be referred to the Director. Final determination on the use of the meeting rooms by any group or individual rests with the Board of Trustees.
- 15) The individual and/or organization making the reservation, as well as the membership of the group as a whole, will be held financially responsible by the Library Director and the Board of Trustees for any and all damages incurred during the use of the facilities.

#### Reservations

- 1) Requests for use of a meeting room may be made in person or by telephone. Requests will be honored on a first-come first-served basis. A completed application form is required.
- 2) When making a reservation, the following information should be provided:
  - a) Name of the organization
  - b) Name, address, and phone number for the person responsible
  - c) Total number of persons expected to attend
  - d) Beginning and ending times, including setup
  - e) A brief description of the program
  - f) A list of any outside equipment being used
- 3) Notice of cancellation should be made as soon as possible. Abuse of the reservation procedures may result in the loss of meeting room privileges.

Approved by the Hamilton-Wenham Public Library Board of Trustees 7/19/01

Updated 5/12/05

Revisions approved by the Hamilton-Wenham Public Library Board of Trustees 6/9/05

**Hamilton-Wenham Public Library**  
**Care and Use of the Meeting Room Facilities**

- 1) If organizations have specific requirements for the room, they will have to arrive early to set-up the room. No materials shall be attached to the walls.
- 2) Furniture and/or equipment from the other areas of the library may not be brought into the meeting rooms without prior permission.
- 3) Equipment, supplies, or personal effects cannot be stored or left in library meeting rooms before or after use.
- 4) Please clean the kitchen facilities thoroughly if used. Recyclable trash must be sorted into appropriate containers and non-recyclable trash and garbage must be bagged. No food or beverage items of any kind may be left in the meeting room area.
- 5) Excessive sound or noise cannot be permitted in the meeting rooms.

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Revisions Approved by the Hamilton-Wenham Public Library Board of Trustees 6/9/05

Revision Approved by the Hamilton-Wenham Public Library Board of Trustees 2/14/08