

Meeting and Study Room Use Policy

Approved by the Joint Board of Library Trustees 4/8/2021

Purpose

The Hamilton Wenham Public Library provides free space for meetings. To ensure the rooms are available to all members of our community and to ensure they remain clean and functional, the Board of Trustees sets forth the following policy governing the use of the Library meeting rooms.

General Guidelines

- The primary purpose of the Library's meeting rooms is for Library activities, including programs presented by Library staff, trustees, or the Friends of the Library. Meeting Rooms are also available for town sponsored meetings or events. Use of meeting rooms for Library or town purposes shall take precedence over all other uses.
- If a meeting room is not being used for a Library or town activity, the space will be available for meetings by government, non-profit, civic, cultural or educational agencies, groups, or organizations having a substantial relationship with the Hamilton-Wenham community.
- All meetings shall be free of charge and open to the public. 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. Authors and musicians conducting a Library sponsored program may sell books or recordings.
- No use of meeting rooms will be allowed that is likely to disturb Library patrons in entering and using the facilities, impede Library staff in the performance of their duties, or endanger the Library building or collection.
- Occupancy may be limited based on fire and public safety regulations. All exits must be kept clear at all times.
- Alcoholic beverages are not allowed.
- Only the preparation of light refreshments will be permitted with prior approval. All trash must be bagged, surfaces wiped down, and the carpet swept.
- Meetings of groups whose members are under age eighteen must be supervised and attended by an adult with a ratio of 1:10.
- Meetings will be scheduled during regular Library hours. All meetings must end at least 15 minutes before the library closes. Special arrangements must be made with the Adult Services Librarian, the Assistant Director, or Director to start a meeting before the Library opens or extend a meeting after the Library closes. A charge of \$50 per meeting will be assessed for meetings scheduled before or after regular Library hours; Library programs and town of Hamilton or Wenham official boards, commissions or trainings

are exempt from this charge however, arrangements must be made to allow for Library staff coverage.

- 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.
- No group may consider the Library its permanent meeting place or use the Library as its mailing address.
- The Trustees and/or the Library Director have the authority to deny the use of Library facilities to any individuals or groups that fail to comply with the intent and provisions of this policy and from any group that damages the room, carpet, equipment, or furniture.
- 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, birthdays, dances, etc.; 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.
- 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.
- The individual and/or organization making the reservation, as well as the membership of the group as a whole, will be held financially responsible for any and all damages incurred during the use of the facilities.
- Final determination on the use of the meeting rooms by any group or individual rests with the Board of Trustees.

Reservations and Scheduling

- Reservation requests must be submitted at least seven days in advance to use the large meeting room.
- A reservation form is available on our website. All information must be filled out completely. If an applicant does not have access to the website they may stop by the Library and get a paper form or call and speak to the Adult Services Librarian.
- Applicants must be at least 18 years old.
- The contact name will serve as the authorized representative of the group who will assume responsibility for adhering to all requirements stated herein and corresponding with the Library about the group's reservation.
- Equipment must be requested at the time the room request is submitted. When AV equipment is requested, groups must make an appointment for training prior to the day of the meeting. Staff is not available to assist with troubleshooting during a meeting.
- Notice of cancellation should be made as soon as possible. Abuse of the reservation procedures may result in the loss of meeting room privileges.
- In the event of an unscheduled Library closing, a group may reschedule another meeting time. Unscheduled closings will be posted on the Library's website. Whenever possible, the Library will notify the contact person after the Library decides to close.

Care and Use of Space

- Please be prepared to set up or rearrange the meeting room if necessary. The room must be left in the same condition as found.
- No materials shall be attached to the walls.
- Furniture and/or equipment from other areas of the Library may not be brought into the meeting rooms without permission.
- Equipment, supplies, or personal effects cannot be stored or left in the Library meeting rooms before or after use.
- Please clean the kitchen area thoroughly if used. No food, beverage, or materials may be left in the meeting room at the conclusion of a program.
- Excessive sound or noise cannot be permitted.

Available Meeting Rooms, Occupancy Limits & Equipment

First Floor Large Meeting Room:

- 100 person capacity
- Tables and chairs
- Drop down screen, ceiling mounted projector, sound system, blue-ray/DVD player
- Microphone
- Podium
- Sink, small kitchenette (no stove or refrigerator)

Children's Program Room:

- 30 person capacity
- Tables and chairs

Local History Conference Room:

- 16 person capacity
- Tables and chairs
- Whiteboard

Phoenix Room:

- 6 person capacity
- Table and chairs
- May be reserved ahead of time at the discretion of library staff

Study Rooms (2):

- Larger study room – 4 person capacity; Smaller room – 2 person capacity
- 2 hour time limit