

Oxford Free Public Library

339 Main Street | Oxford, MA 01540
508-987-6003 | oxfordmapubliclibrary.org

MEETING ROOM POLICY

The Library Meeting Room is available for use by various groups and organizations under conditions set by the Library Board of Trustees.

The Oxford Free Library has a meeting room, which is available to the public on application when it is not needed for Library purposes. The meeting room is available for meetings and programs of a cultural, educational, charitable, or civic nature.

There is no charge for meeting room use.

The user may not charge a fee, nor solicit donations.

The meeting room is unavailable for uses not deemed to be in the public interest of the community as determined by the Board of Library Trustees. Meeting space shall be denied to groups and/or individuals:

- a. who discriminate in their membership, programs or philosophy on the basis of race, color, creed, sex or any other qualifier.
- b. who, directly or indirectly, will financially profit from the use of the space.
- c. comprised of youth, unless accompanied by a responsible adult (21 years or older).
- d. for the purpose of private social functions.

Any question of an allowable use will be referred to the Director. Final determination rests with the Board of Trustees. Permission to a group does not imply an endorsement of its policies, beliefs, or program by any Library official or by the Board of Library Trustees. Programs must not disrupt the use of the library by others. People attending the meeting are subject to all Library rules and regulations.

The Room

The Oxford Free Public Library has one meeting room available.

The Meeting Room accommodates up to 90 people seated in audience fashion, or up to 30 seated at tables.

Room Availability

The meeting room is available for use during all the hours the library is open. Meetings must be held during regular library hours. To encourage use of the room by a variety of groups, no single group may have more than one meeting scheduled at one time. Additional reservations may be made only after the applicant's last scheduled meeting has been held. Availability for meetings in series is an exception and requires the approval of the Director and the Board of Library Trustees. While the Library may allow meetings in series, it will not accept reservations which would designate the library as the regular meeting place for any organization.

Reservations

Library programs will be given priority in the reservation of the meeting room.

Reservations of the room may be made at the circulation desk or by email and tentatively over the phone. An application form must be filled out indicating the name, address and telephone number of the responsible person representing the group. The room may be reserved up to 3 months in advance, but no less than seven (7) days prior to a scheduled meeting. Notice of cancellation must be given to the library 24 hours in advance. Failure to do so may result in the loss of meeting room privileges. Bookings will be approved in order of receipt.

Facilities and equipment

There is no smoking, and no alcoholic beverages allowed in the library.

Each group is responsible for setting up the room (including arranging chairs, tables, etc.) in the way they prefer.

The room must return to the original condition upon completion of the meeting.

The library has equipment that may be used, listed on the application sheet. Library staff will not serve as equipment operators for non-library functions. Any such equipment must be requested at the time the reservation is made. If special equipment is requested the signer must have a person capable of operating it. Library staff may instruct users in proper operation of equipment, well in advance of the meeting date.

Light refreshments may be served. Utensils, cups, plates, tablecloths, silverware, napkins, etc. must be supplied by the user. Food shall not be left behind and shall be disposed of properly by the user. A vacuum is available for the user, should there be any food crumbs on the floor.

Library facilities must be left in a clean and orderly condition. Tables and chairs must be put back to how the room was originally found by the user. The approval to use the library facility carries with it the assignment of responsibility for the facilities used. The individual who signs the request form assumes the responsibility for any violations, accidents or damages which may occur to the building or equipment made available to them. The signer will be held responsible for payment for all repairs that may be made because of any damages. Accidents or damage which occur during use of the library meeting room, must be reported to the library staff within a twenty-four-hour period. The library will not be responsible for materials or equipment left in the building by users.

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The Library Director and Board of Library Trustees reserves the right to deny the use of the meeting room to any group that does not comply with the regulations.

Adopted by the Oxford Free Public Library Board of Trustees, 4/5/2000
9/10/2003 amended
10/18/2023 amended

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APPLICATION FOR MEETING ROOM USE

Reservation Date: _____ Hours: _____ to _____

Application Date: _____

Name of Organization: _____

Meeting purpose or function: _____

Number of people expected: _____

Equipment Needed:

Tables: _____ Chairs: _____ Podium: _____ Projector: _____ DVD Player: _____

Applicant's Name: _____ (Print)

_____ (Signature)*

Address: _____

Telephone | Cell: _____ Business: _____

**By signing here, I hereby certify that I have read all rules and regulations and agree to abide by them.*

Name of Staff taking application: _____