

# **Whipple Free Library**

## **Meeting Rooms and Usage Policy**

*The Whipple Free Library Board of Trustees and staff are pleased to be able to provide meeting space for members of our community.*

### **Meeting Room Profiles**

#### **The Russell Community Room**

The Russell Community room has a maximum capacity of 100.

The Russell Community Room has tables, chairs, podium, stage, piano and lectern available.

#### **The Conference Room**

The Conference Room has a maximum capacity of 15.

This room is carpeted and has 2 tables and 10 chairs. Additional chairs can be requested.

The break room is available for the preparation and serving of refreshments, but all supplies (food, drink, condiments, utensils, cups, plates, etc.) are the responsibility of the booked group. Groups may use the refrigerator, and microwave.

AV equipment is available.

### **Purpose**

The purpose of this policy is to outline the process for requesting use of the meeting space, the approval process and what types of activities will be sanctioned for use. Guidelines for the usage of the rooms prior to, during and at conclusion will also be included.

### **Policy**

The library meeting rooms are for programs of an educational, charitable, cultural, recreational or civic nature and for other functions allowed at the discretion of the Board of Trustees. There is no fee charged for use of the rooms. All meetings and events must be free and open to the public.

Meeting rooms are not available to organizations or commercial enterprises or for the sale of goods or services for monetary gain. The rooms are not to be used for private parties. Exceptions may be considered and granted by the Library Board of Trustees for the Friends of the Library events, author readings or book signings, or other events at the library's discretion.

All requests for usage are on a first come, first served basis. A series of meetings where the library is designated as a regular meeting place for an organization may be accepted with the understanding that the organization's use of the room may occasionally be superseded by Library meetings or other Library needs. These reservations shall be approved by the Assistant Director or at the discretion of the Library Board of Trustees. You may book a maximum of (3) months in advance. Appropriate paperwork must be submitted to receive approval for facility usage. After three months new paperwork needs to be submitted.

## **Whipple Free Library Meeting Rooms and Usage Policy**

The scheduling of a meeting or program of a group or organization does not in any way constitute an endorsement by the library of the group or organization; its activities; or of the ideas and opinions expressed during the meetings or programs. A group may not imply that the library is sponsoring their event unless given explicit permission. All printed material advertising the meeting or program must include the following disclaimer: "Use of library meeting space does not constitute endorsement of this organization, this program or its content by the Whipple Free Library."

The library is not responsible for answering questions of attendees of an organization's or individual's meeting or program, and will refer all inquiries to the individual who signs the reservation form. All printed material must include the name and contact information of the organizer of the meeting or program in the event there are questions.

Any individual, group, or organization using the rooms will be held responsible for willful or accidental damage to the library building, grounds, collections, or equipment caused by the group or organization, its members, or those attending its program.

### **Guidelines**

All requests to use the meeting rooms must be made in advance by a New Boston resident over the age of 18 who takes responsibility for the group's compliance with this policy, all Whipple Free Library policies, including the conduct policy, and for protection of library property in connection with the meeting. The Meeting Room Reservation Form must be completed and submitted to the Assistant Library Director. Forms are available at the library or on the library [website](#).

Upon approval, the group making the request will be notified and asked to schedule an appointment to meet with the Assistant Director or Director to review the usage procedures for the room and equipment.

Groups using a meeting room while the library is closed to the public must make arrangements with library staff in advance for permission and procedures for opening or closing/locking the library as well as setting the security system. The responsible party will be required to pick up and sign for a key during normal business hours. The key can be placed into the outside book drop in the proper container at the end of the meeting. Keys must be returned within 24 hours of a meeting's end.

No use will be granted without an approved and signed Meeting Room Reservation Form. Once approved the group may not transfer use of the room to another group.

The library does not assume responsibility for any property the organization or individuals bring into the meeting room.

## **Whipple Free Library Meeting Rooms and Usage Policy**

Groups assume responsibility for the cleaning of any tables, chairs, and podiums that are used. Chairs and tables must be stored in the manner that they are found. A checklist will be provided. You can also find the checklist [here](#).

Groups may use the library's restroom and kitchen facilities during a meeting but are responsible for removing anything they have stored and leaving the space clean.

Groups will be responsible for any damage caused to the meeting room, library property or equipment during their meeting room usage. The responsible party representing the organization will be liable for any damages.

Cancellations of use by any group should be made to a library staff member. Failure to notify the library of a cancellation may result in denial of future requests.

The library reserves the right to cancel any meeting or event in the case of emergency i.e., weather conditions, power outages etc. or for any other reason deemed appropriate by the library, The Library will notify the responsible party of said cancellation.

We encourage all meetings to conclude by 9pm or at the discretion of the Library Director.

The terms of the Library's Conduct Policy are to be observed when using meeting rooms.