

# Meeting Facilities

**It is the policy of the Fall River Public Library, as a “forum for information and ideas,” to make its meeting facilities available to the public it serves “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use” (Library Bill of Rights).**

## Scope

This policy applies to all non-profit and for-profit groups, organizations, and individuals or groups using the large or small meeting room for public or private events.

## Description—Policies

Use of meeting facilities must be consistent with the mission statement of the Fall River Public Library, which states that the library strives to “welcome and satisfy the needs of patrons of all ages, abilities, and cultural backgrounds.”

Priorities in the use of meeting facilities are as follows:

1. Meetings held, sponsored, or co-sponsored by the library.
2. Meetings held by a city, state, or federal agency or official.
3. Meetings held by Fall River groups or organizations.
4. Meetings held by Greater Fall River groups or organizations.
5. Meetings held by individuals.

Meetings in categories 1 and 2 may not be required to meet all the conditions of this policy. In cases of scheduling conflicts, groups whose meetings must be postponed or canceled will be given as much advance notice as possible.

All meetings must be open to anyone interested in attending.

## Groups may book up to one meeting per month.

The facilities are available to for-profit groups and organizations upon payment of the appropriate fee or fees. **Fee is non-refundable** if not canceled with a 30-day notice. Fees are currently as follows:

Meeting Room Fees	For-Profit Groups	Non-Profit Groups
Large Meeting Room Fees	\$50 per meeting	\$10 per meeting
Small Meeting Room Fees	\$25 per meeting	\$5 per meeting

Meetings should be scheduled to end **at least one half hour** before the library closes, to ensure that all participants will have left the library by closing time.

An adult must be designated as the person responsible for the meeting. The facilities must be left in the same condition in which they were made available.

No outside groups or organizations using the meeting rooms shall charge an admission fee or sell materials, goods, or services for private profit or gain.

The meeting rooms are also **not** available for purely social functions (functions designed for entertainment with friends or associates). Cannot be booked by individuals or commercial entities for personal events, i.e. parties, recitals, etc.

To protect interior finishes, materials may not be attached to walls/ceiling or windows.

Meetings may be terminated if they are disruptive to library services.

Meeting room users agree to pay for any and all damages to library property while the applicant is using property.

Users are requested to bring their own easels, projectors, equipment, and materials. The library will not supply such.

The library is not responsible for promoting or publicizing non-library events.

Meeting rooms users are required to pay for any police details deemed necessary by the Fall River Public Library Administrator or Board of Trustees as a result of their use of the meeting rooms.

No religious worship or services.

The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by the library, its staff, its Board of Trustees, or the City of Fall River, and any promotion or publicity must indicate such.

All groups must complete a meeting room application online or in person. We cannot accept phone calls for reservations or to check available dates. Please see our application for complete information. Completed applications may also be faxed to 508-324-2707.

Groups using the library must abide by all federal, state and local laws, rules, regulations and policies.

Rooms are available on a first come first served basis; the library cannot provide regular monthly meeting times for any organization.

The solicitation or receiving of campaign or political contributions is prohibited, pursuant to G.L. c55, 14

The sponsoring group must be clearly identified and publicity cannot imply library sponsorship or endorsement.

All groups and their invitees or attendees using a library meeting room must comply with these rules and with the Behavior Policy of the Fall River Public Library. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room privileges.

The facilities must be booked not more than **4 months** before the date of meeting. At the time of booking, the name and phone number of the person responsible for the meeting must be provided, along with details concerning the date and time of the meeting.

Simple refreshments may be served, provided that a group brings its own supplies and removes them following the meeting.

Smoking is prohibited throughout the Library. Consumption of alcoholic beverages is allowed only with the explicit permission of the Library Board of Trustees.

The meeting facilities are available only during the library's hours of normal operation.

At least one adult chaperone must be provided for every twenty meeting participants under the age of eighteen.

The library is not responsible for any property brought on the premises or left behind.

When there is doubt regarding a group's eligibility to use the meeting facilities, the matter will be referred to the Library Administrator for decision. The Administrator may further refer the matter to the Board of Trustees. The Board reserves the right to grant permission to groups that do not meet the conditions set forth in this policy. A group that is denied the use of meeting facilities may request a hearing before the Board.

The Board of Library Trustees and the Library Administrator have final authority concerning the use of the meeting facilities and reserve the right to refuse use of the facilities to any group that has in the past not met the conditions of this policy, or to meetings and programs that might disrupt library service or not be in the best interests of the library.

### **Description--Procedures**

Meeting facilities are booked through the Assistant Library Administrator online or in person with a "Meeting Facilities Registration Form," included with this policy as Appendix A. A person booking the facilities is given a copy of the policy. The registration form includes a statement that the group using the room agrees to abide by the policy. The meeting facilities may also be requested online using EKRooms "request a room" feature. Clicking on the "terms of use" is the equivalent of a registration form and agreement to abide by the policy. Online requests are still subject to all terms of the approval process.

After the applicant has completed the registration form, the meeting facilities calendar is checked to make sure the room is not already booked for the date requested.

Completed forms and online requests are reviewed by the Assistant Administrator. If the request is approved, he/she signs the form, notifies the applicant, enters the event on the meeting facilities calendar, and keeps the approved application on file in an appropriate place.

**Adopted by the Library Board of Trustees October 13, 2004.**

**Revised: May 14, 2008; October 8, 2008; February 18, 2009; October 9, 2013**

**Reviewed: March 5, 2020**

**Revised and Adopted by the Library Board of Trustees March 8, 2023**

# APPLICATION FOR USE OF MEETING FACILITIES

(Please print)

**Date of Proposed Use** \_\_\_\_\_  
**from** \_\_\_\_\_ **to** \_\_\_\_\_

Name of Person or Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Nature of Proposed Use \_\_\_\_\_

Anticipated Attendance \_\_\_\_\_

I certify that I am an officer of the above named organization; that I have the authority to reserve the meeting facilities of the Fall River Public Library on its behalf; and that the above statements are true to the best of my knowledge and belief.

I hereby agree that the applicant will be responsible for any damage caused to the library premises, furniture or equipment because of the use of said premises by the above applicant, and agree to pay for said damages as assessed by the Library Board of Trustees.

I have read and agree to abide by and uphold all rules and policies of the Fall River Public Library governing the use of the library premises including regulations prohibiting charging an entrance fee, soliciting fees or donations, or limiting attendance.

I agree to vacate the room at least 30 minutes before the closing time of the library.

Meeting rooms users are required to pay for any police details deemed necessary by the Fall River Public Library Administrator or Board of Trustees as a result of their use of the meeting rooms.

I also agree to protect, save, and keep the City of Fall River, The Board of Trustees, the Library Administrator, their agents and employees forever free and harmless and indemnified against and from any and all loss, cost, or expense arising out of or from any accident or other occurrence causing injury to any person or property whomsoever or whatsoever as a result of the use of the above premises.

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Signature

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Date

Registration Approval: \_\_\_\_\_

Library Administrator / Assistant Library Administrator

## **FALL RIVER PUBLIC LIBRARY**

### **ROBERT J. NAGLE ROOM**

The Robert J. Nagle Room of the Fall River Public Library is designed to act as a small meeting/program room for the library.

Use of the room is governed by the library's meeting facilities policy as adopted by the Library Board of Trustees. All provisions of that policy apply to the use of this room. See that policy as well for the procedures for booking the room.