

## Holliston Public Library Meeting Room Use Policy

The Holliston Public Library meeting rooms are available to non-library groups and individuals at the discretion of the Board of Library Trustees. The Library makes meeting space available in order to provide an affordable (or free) venue for the presentation of programs of community value and interest, while ensuring that such programs do not unduly tax library resources and its staff. All programs presented at the Holliston Public Library will be free admission and open to the public.

To provide guidance for the use of the meeting rooms for non-library functions, the Trustees have adopted the following policy for use:

1. The meeting rooms are available to any group upon receipt, and approval of, a completed application and payment of any applicable fees. A copy of this policy will be attached to and made part of all applications.
2. The applicant:
  - A) Must be a Holliston resident
  - B) Be at least 18 years of age, and
  - C) Be in attendance when the meeting room is in use.

Additionally, the applicant will be responsible for the conduct of the group, payment of bills and protection of library property in connection with the meeting. Applicant is responsible for prompt reimbursement to the Library for any expense or damage resulting from the use of the facility.

3. In all cases, priority will be given to library programs first, non-profit programs next and any for-profit programs last.
4. Meeting rooms are only available during open library hours, except for library-sponsored events.
5. No custodial services are provided. The library staff provides no furniture moving or hospitality services. The applicant will restore the meeting room to its original condition at the conclusion of the program, including topical cleaning as needed and will remove all trash.
6. Admission fees are forbidden, however program participants may be asked to cover the cost of materials used during the course of the program. (For example, art supplies.) Any non-commercial program host may accept voluntary donations during the course of a program, but may not solicit donations in a manner that is the equivalent of an admission fee.
7. Alcohol is not permitted in the Library without the approval of both the Board of Trustees and the Select Board.
8. It is understood that the Board of Trustees does not endorse any views or positions held by those permitted to use the meeting rooms.
9. The number of attendees will be limited to the maximum capacity as determined by the Fire Chief.
10. Fees for meeting room use are as follows:
  - A) Non-profit end user: no charge
  - B) For-profit end user: \$250 per hour, 3 hour maximum in a single day

Voted by the Board of Library Trustees 1/10/24