

Mattapoisett Free Public Library Meeting Room Policy

The Mattapoisett Free Public Library Board of Trustees welcomes the use of library meeting space for the informational, educational, cultural and civic benefit of the public. The Community Meeting Room and the Marine Room may be used by nonprofit organizations and their meetings must be free and open to all.

Use of the Marine Room is reserved for library purposes and library-affiliated groups. Permission to use the room may be granted by the Library Director on a case by case basis.

Requests for meeting space must be made by an adult. Initial requests by an organization require a completed application form and approval. Children's programs and events must have appropriate adult supervision. Initial requests for meeting space must include a completed application which will be screened by the Library Director.

Priority for the use of meeting space will be as follows: 1) Library-affiliated groups. 2) Town, state, regional or federal agencies; 3) Community non-profit organizations; 4) Meetings held by individuals (must be not for profit). The use of meeting rooms does not constitute library endorsement of the group's purpose. No group may use the library's mailing address.

Only library programs may be scheduled during Harbor Days.

Use of any Meeting Room after hours requires special arrangements and these requests should be made at least one month in advance. All events, including cleanup, must conclude 15 minutes before the library's closing time. Group leaders must include time for set up and clean up when booking the rooms.

There is no smoking in the building or on the grounds. Light refreshments may be served in the *Community Meeting Room only*. Sponsoring groups must bring all

supplies including coffee pot and items needed for clean up. Trash must be removed from the premises at the end of the meeting. Room must be left as it was found upon arrival. The library cannot be responsible for items left behind or damaged, and staff is not able to store items. Groups sponsoring events are responsible for liability of the participants, both active participants and the audience, in any program on Library property.

Groups, other than town sponsored boards and committees, may reserve space up to three months in advance but may not reserve a room for the entire year. Weekly reservations are not possible due to the scheduling of library programs and space availability.

No soliciting of business or fundraising is allowed during events other than library sponsored events, and events held by the Library Trust and the Friends of the Mattapoisett Library.

Use by Political Groups

The Mattapoisett Library building and property are subject to restrictions set forth by the State of Massachusetts on the use of public buildings for political use. Elected officials can hold office hours, committee meetings, and public forums at the library.

A political party or political group may use space at the Mattapoisett library for a program provided that

- The event is open to the public
- An admission fee is not charged
- It is held during open hours and staff are available and present
- No fundraising or collecting of money can take place in the building or on the property

- No distribution of campaign or party/group related buttons, flyers, posters, etc. in the building or on the property
- The event must be advertised as “Presented by [Group name] ” and “held at the Mattapoisett Free Public Library.” The Library must not be listed as a host or sponsor on any flyers or advertising.

Groups are encouraged to bring their own audiovisual equipment and be familiar with its use prior to any presentation. If library AV equipment is needed, this must be indicated at least two weeks in advance. The group must have a representative who is competent in the use of AV equipment. There may not be library staff available to assist, so groups are encouraged to prepare in advance for any audiovisual needs.

The Library Director and the Board of Trustees reserve the right to refuse the use of the facility for meetings and programs that might interfere with the use of the library for its intended purpose or to refuse any group whose members disrupt the use of the library and/or its grounds by the general public.

Approved by the Board of Trustees December 17, 2015

Revised and approved by the Board of Trustees April 20, 2023