



## **MEETING ROOM POLICIES**

Use of the rooms does not constitute or imply endorsement of the users' policies, beliefs, or programs by the library staff or Board of Trustees.

The Meeting Room and Conference Room are available for use by Northborough-affiliated non-profit groups and civic organizations under conditions set by the Board of Library Trustees. Children's groups may request use of the Children's Program Room.

All rooms are available for educational, civic and cultural activities such as group discussions, exhibits, lectures, and civic meetings. It is unavailable for uses not deemed to be in the public interest of the community as determined by the Board of Trustees, such as commercial or individual use. Meeting attendees or children's groups may not leave children under 10 years of age unattended in any part of the library. Use of rooms may not disrupt regular library business.

## **MASK REQUIREMENT**

All staff and guests entering the library building must be properly masked at all times. This includes meeting attendees. Responsibility for monitoring meeting attendees for mask compliance rests with the party booking the room. Failure to comply may result in denial of future room bookings.

## **ROOM AVAILABILITY**

Rooms are available for use by community groups with a Northborough connection. Groups must start programs during regular library hours and may stay after closing (no later than 10pm) provided the library is given 24-hour notice. The room cannot be used on days the library is closed entirely. The library reserves the right to cancel a reservation if the room is needed for its own purposes, but every effort will be made to give adequate advance notice.

Any group may have up to three meetings scheduled at a time. Each group may use the room up to 12 times in a calendar year.

## **RESERVATIONS**

Reservations for the Meeting Room and Conference Room may be made through the Circulation Desk. Requests for the Children's Program Room may be made through the Children's Desk. The name, address and telephone number of the contact person must be given when the reservation is made. The contact person must be a Northborough resident, be at least 18 years of age and must attend the meeting. The library will provide a confirmation form, which must be returned at least 24 hours before the meeting.



Cancellations should be made as soon as possible. The group is responsible for notifying attendees of the cancellation. Repeated failure to notify the library of cancellations may result in denial of future use of rooms.

### **CHARGES**

There is no charge for the use of the rooms. There will be a custodial fee of \$40 per hour if a room requires cleaning after an event. Additional charges will be assessed for any extraordinary cleaning or repairs. No admissions fees may be charged, or collections, sales or solicitations made.

### **ATTENDANCE AND PARKING**

The Meeting Room can accommodate up to 100 people. The Conference Room accommodates 20.

The library has limited parking which must remain available for other library activities. Groups using the Meeting Room should use the town parking lot at the corner of Pierce and Hudson Streets.

### **FACILITIES AND EQUIPMENT**

Each group is responsible for setting up the rooms (including arranging chairs, tables, etc.) in the way which it prefers. Groups are also responsible for leaving the room in a neat and orderly condition. No tape, tacks, or other fasteners may be used on any walls, doors, windows or woodwork in the rooms.

The library has AV equipment available for use. No AV support is available. Each group is responsible for the replacement of any damaged equipment.

The group is responsible for providing pens, markers, paper, or any other supplies that are needed.

Facilities are available for serving light refreshments, but not for preparing and serving meals. Groups must provide their own refreshments and paper goods. Smoking and/or alcoholic beverages are prohibited.

### **PUBLICITY**

Any posters, flyers or other publicity shall be the responsibility of the group using the rooms. The group must clearly identify itself as the sponsoring organization in any such publicity.

The Trustees reserve the right to deny the use of the Meeting Room and Conference Room to any group that does not comply with the regulations.