



Northborough Free Library

34 Main Street, Northborough, MA 01532-1997

Phone: 508-393-5025, Fax: 508-393-5027

www.NorthboroughLibrary.org

Hours: Mon 12:00 – 8:30, Tue – Thu 9:30 – 8:30, Fri & Sat 9:30 – 5:00

MEETING ROOM AND CONFERENCE ROOM POLICIES AND PROCEDURES

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.

The conference and meeting 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. Young people's and children's groups may use the meeting room under adult supervision. Children (under 12 years old) of meeting attendees may not be left unattended in other parts of the library. Use of the meeting rooms should not disrupt regular library business. 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.

ROOM AVAILABILITY

The meeting and conference 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 providing 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 rooms may be made at the circulation desk or by telephone. 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 will 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. Limited parking is available and **large groups should make alternate parking arrangements**. There is a 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 coffee, sugar, cups, napkins, etc. 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 rooms to any group that does not comply with the regulations.

Revised by Board of Trustees, 11/8/12