

Meeting Room Policy & Rules of Use
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The South Hadley Public Library's Board of Library Trustees has established this policy to ensure fair and equitable use of the library's meeting spaces. Meetings being held at the library must not interfere with regular library services or programs.

Guidelines:

1. All meetings must be open to the public. Library meeting space is primarily for non-profit organizations, community groups, and individuals presenting civic, educational, and cultural programs to the public. ***Private, closed, commercial sales, and/or family functions are not permitted.***
2. Local businesses and associations may use the room for infrequent business meetings provided that direct public marketing and sales do not take place.
3. One person from each group must assume responsibility for the meeting and provide contact information when reserving a room. Information about their organization and a description of the program being offered are required.
4. All meetings must provide free admission to the program. Merchandise related to the program may be sold as long as purchase is neither mandatory for admission nor required to participate in the program. Non-profit groups may request voluntary, free will donations from participants to defray the cost of speakers and presenters.
5. Because the library is a public meeting space, meetings being held at the library will be listed on a public calendar of library activities.
6. In order to make meeting space widely available to a variety of groups, limits may be placed on the number of times a single organization may use the meeting spaces in a calendar year.
7. Requests for meeting space are reviewed by the Library Director for compliance with library and town policies. A Meeting Room Request Form may be used by the staff to track meeting room requests. Requests must be approved before space is reserved.
8. Individual political candidates may not use the meeting rooms for campaign purposes.
9. Library programs (including those coordinated by the Friends of the Library), town-sponsored programs, and school-sponsored activities will be given priority in reserving the room.

Meeting Space Information:

10. Public meetings will be scheduled in the Trustees Conference Room (capacity: 24) and the Community Meeting Room (capacity: 120). These rooms are also available during non-library hours. A member of the booking group must be trained by library staff in properly securing the building.
11. The Story & Craft Room may be reserved for youth oriented activities during normal library hours following the guidelines of this policy.
12. The two Quiet Study Rooms on the library's second floor are available on a drop-in basis. These rooms may be reserved at designated times for library sponsored programming.
13. The exterior lawn, patio, and pergola areas on the library property are considered meeting spaces for outdoor programming and use of those spaces will follow the guidelines of this policy.

Group Responsibilities:

14. Presenters and attendees are subject to all library rules, regulations, and policies including those for behavior and children's safety. Youth groups and activities must have adequate adult supervision.
15. Group members are responsible for setting up the room as needed for their meeting. Staff will assist by providing access to the necessary furnishings. Library staff are not available for extensive furniture setup.
16. Light refreshments may be served in the Community and Trustee rooms. There is a small pantry in the Community Room; groups using the pantry need to request it to be unlocked. Groups serving refreshments must remove all leftover food and drink and deposit all trash into receptacles. The room should be left clean and orderly after use.
17. Requests to use the library's media equipment (projector, screens, etc.) should be made at least two weeks in advance. Library staff are available for basic instruction and an overview of the meeting room technology and functions. Extensive training and technical support are not available. Groups and individuals using library equipment are responsible for having someone onsite with the knowledge to use it properly.
18. A key must be checked out on a valid library card for events held during non-library hours. Groups are responsible for meeting with library staff to review opening/closing procedures including the alarm system. Improper use of the alarm system will result in a response by the South Hadley Police Department.
19. A group using the meeting room must hire a police officer at its own expense if in the opinion of the Library Trustees, Library Director, or law enforcement authorities the presence of a police officer is advisable for public safety and/or order.
20. The library is not responsible for items left in the building by meeting participants.
21. Damage or theft of library property or materials must be paid for by the organization or person responsible for reserving the room.
22. There is no smoking and no serving of alcoholic beverages in the building or on the library property.
23. The library will deny meeting space to any group or individual that discriminates on the basis of race, color, creed, gender, religion, handicap, or sexual orientation.
24. Verbal or written cancellation of a meeting room reservation is required at least two business days in advance. Repeated failure to notify the Library of a cancellation in the scheduled use of a meeting room may result in the denial of any future requests by the sponsoring organization.
25. Any required permits or licenses are the responsibility of the meeting group, not the Library.

Additional Information:

26. Use of the library facility does not in any way constitute or imply endorsement of the information being presented or displayed.
27. Failure to observe this policy may result in groups being denied access to meeting space for a time period determined by the Library Director.
28. The Library Director is responsible for enforcing this policy in a fair and equitable manner. The Library Trustee Chair and Library Director may make exceptions to this policy that benefit the library and Town of South Hadley.