

## **VENTRESS MEMORIAL LIBRARY**

### **MEETING ROOM POLICY & REGULATIONS**

The Library's meeting rooms are available to the public on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use. By granting such use, the Library does not endorse the beliefs or affiliations of the individuals or groups requesting use of the meeting rooms. The meeting rooms covered by this policy are the "Library Plaza Program Room (includes access to the Kitchen)", "Adelaide Phillips Conference Room", and "Main Library Conference Room". The meeting rooms are for use by non-profit organizations and community groups only. No commercial groups are permitted.

The Quiet Study Room may only be reserved in advance by ESL tutors. All ESL tutors will be assigned this room. In the event it is already reserved ESL tutors will be placed in the Main Library Conference Room. The Adelaide Phillips Conference Room will only be reserved for ESL tutors if no other space is available.

If the Quiet Study Room is not reserved it may be used by other library patrons on a walk-in basis, for no longer than two hours. As mentioned above only ESL tutors may reserve this room in advance.

Use of the History Room is restricted to the Library Board of Trustees, Historical groups, book groups and research only. Must be 18 years of age or older to book and use library meeting rooms.

All individuals and groups using the meeting rooms are subject to the following terms and conditions:

1. Individuals and organizations should submit a request for use to the Library Director at least one week prior to the desired date. All requests will be handled within seven days of submission. Requests should be made by user over the phone, in person at the Library or online at <https://ventresslibrary.org/Pages/Index/10216/meeting-room-booking>
2. To encourage use of the room by a variety of groups, no single group may have more than three meetings scheduled at one time. Additional reservations may be made only after the applicant's first scheduled meeting has been held. Rooms may be booked no sooner than three months before the event. Availability for meetings in series is an exception and requires the approval of the Director and the Board of Library Trustees. While the Library may allow meetings in series, it will not accept reservations which would designate the Library as the regular meeting place for any organization.
3. No individual or organization may charge admission to an event without the approval of the Library Board of Trustees.

4. Meeting Room users assume full responsibility for damages to the premises caused by individuals in attendance.
5. The activity must not interfere with the normal functioning of the Library.
6. Individuals and organizations must clean up the room after use. All kitchen supplies must be provided by the applicant. The Library will supply laptop and projector if needed. However, we do not have a slide projector so this would need to be supplied by the applicant. The piano may be used with prior permission. All furniture must be placed back into the positions in which they were found. There are placement diagrams posted throughout the room. Failure to clean-up and/or return the room to its original condition may result in loss of privileges.
7. Bottled water only in the Children's Program Room. No restrictions on refreshments served in Library Plaza Program Room. Covered drinks and finger food allowed in Adelaide Phillips Conference Room, and the Main Library Conference Room. Only Library events are exempt from this policy.
8. No alcoholic beverages may be served in the Library. Smoking is not permitted on library grounds.
9. All meetings, except those sponsored by the Library, must end **15** minutes prior to the Library's closing time. No meetings may be scheduled on days the Library is closed.
10. Maximum occupancy for any event is 120 for the "Library Plaza Program Room" (includes access to the kitchen), 12 for the "Adelaide Phillips Conference Room" and 8 for the "Main Library Conference Room". Use of the "Kitchen" must be requested and approved by Library staff in advance of any event.
11. Use of the "Kitchen" by the P.O.S.T program, Recreation Department and Food Pantry should be arranged in advance with Library staff to assure availability.
12. Posters, decorations and other signs may not be affixed to any part of the building without the permission of the Library Director.
13. Library programs and services will take precedence in scheduling and use of the room. The Library reserves the right to cancel any previously scheduled use of the room when necessary. Twenty-four-hour notice of cancellation is given whenever possible.
14. All meetings are open to the public. Governmental bodies are subject to the Commonwealth of Massachusetts Open Meeting Law.

15. The meeting room may not be used by political candidates if the primary purpose and intent of such a meeting is to further such candidacy.
16. The Board of Trustees has the final decision on the interpretation of the above paragraphs.
17. Non-profit local organizations may reserve the Conference Rooms up to three times, Reservations may not be booked more than three months in advance. All rooms will be available on a walk-in basis for up to two hours. If no one else is waiting to use the room the patron may extend their time. However, if someone else requests the room after the two hours is up then the patron must finish and exit the room within ten minutes. Multiple tutor/learner pairs may use program room at the same time. (All tutors must sign-in at the circulation desk).
18. The conference room may be booked for IEP students based on an individual's needs and must be approved by the library director.
19. Failure to adhere to this policy may result in restricted or banned use of the room in the future.