

## Ventress Memorial Library Meeting Room Policy & Regulations

Ventress Memorial Library offers several types and sizes of rooms for use by Marshfield residents, nonprofit and civic groups, Town departments, boards and committees, educational and cultural groups.

### Meeting Room Use

Library programs and events are given priority for room use.

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", "Adelaide Phillips Conference Room", "Ventress Library Conference Room", "Quiet Study Room", "Historical Room", "Study Pod" and "The Wave Makerspace". The meeting rooms are for use by non-profit organizations and community groups only. **No commercial use is permitted.**

The "Quiet Study Room" may only be reserved **in advance** by ESL tutors. 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.

Use of the "Historical Room" is restricted to the Library Board of Trustees, Friends of the Ventress Memorial Library, Historical groups, Library staff and historical researchers. Must be 18 years of age or older to book and use Library meeting rooms.

Use of "The Wave Makerspace" is by appointment only. For more details visit <https://ventresslibrary.org/Pages/Index/10216/meeting-rooms> and scroll down to Makerspace Appointments.

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

1. Reservations for room use may be made online, by phone or in person. All reservations will be approved or disapproved at the sole discretion of the library staff.
2. When requesting a room select the hours you would like to be in the room, please include enough time for set up and clean up. Reserved rooms will not be held more than 15 minutes past the time reserved, and may be assigned to another user after that time.

(amended 8/13, 11/14, 2/15, 5/17, 3/18,5/19) Revised 9/20/2023

3. To encourage use of the room by a variety of groups, no single group may have more than three meetings scheduled at one time. Town Department meetings, Town Boards/Committees, Friends of the Ventress Memorial Library, and Marshfield Food Pantry are exempt from the three-meeting regulation.
4. Availability for meetings in series is an exception and requires the approval of the Director. 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.
5. All events held in the meeting room(s) must be free of charge.
6. Meeting Room users assume full responsibility for damages to the premises caused by individuals in attendance.
7. Individuals and organizations must clean up the room after use. The Library will supply a laptop and projector if needed. 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.
8. No restrictions on refreshments served in “Library Plaza Program Room”. Covered drinks and finger food allowed in the “Adelaide Phillips Conference Room”, and the “Ventress Library Conference Room”. Only Library events are exempt from this policy.
9. No alcoholic beverages may be served in the Library. Smoking is not permitted on Library grounds.
10. All meetings, in the main Library and Library plaza must end 15 minutes prior to the Library’s closing time. However, Library events, Town Department meetings, Town Boards/Committees, Friends of the Ventress Memorial Library, and Marshfield Food Pantry may stay after 8 p.m. but must exit the building via the Library Plaza Entrance (across from the playground). No meetings may be scheduled on days the Library is closed.
11. Maximum occupancy for “Library Plaza Program Room” is 120, “Adelaide Phillips Conference Room” is 12 and the “Ventress Library Conference Room” is 8. Use of the “Kitchen” in the “Library Plaza Program Room” must be requested and approved by Library staff in advance of any event.

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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. 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.
15. The Board of Trustees has the final decision on the interpretation of the above regulations.
16. Failure to adhere to this policy may result in restricted or banned use of the room in the future.