

MEETING ROOM POLICY
Athol Public Library
2017

GENERAL POLICY

The facilities of the Athol Public Library may be used by non-profit community groups or organizations devoted to education, cultural, civic, and recreational activities, provided they do not conflict with library services and programs.

No meeting may be held that is likely to disturb library patrons, impede library staff, or endanger the library building or collection.

REGULATIONS AND REQUIREMENTS

- The library meeting areas are used primarily for library sponsored activities and therefore, such programs receive priority in scheduling.
- No private parties are allowed.
- Reservations must be made on the library's written application form. This form must be submitted to the library a minimum of one week in advance.
- Meetings may be booked on an individual basis. It is not the policy of the library to schedule more than two meetings at a time for any single organization. Reservations for a series of meetings require approval of the Board of Trustees.
- Once a meeting room use application has been approved, a member of the organization wishing to use the space must sign a room use contract. The member signing must be 21 or older. This person must attend the event and accept responsibility for the library on behalf of the organization.
- Outside groups may use only the room specified on their application. Use of any other part of the building is not allowed.
- All meetings must be free and open to the public. All publicity materials for the event must contain words to this effect.
- No admission fees or collections are permitted.
- Any press releases, advertisements, posters, or announcements for events to be held within the library must be submitted to the library director for approval.
- Typically, meetings must be held during the hours the library is normally open.
- With special permission from the Director and/or Board of Trustees, after hours events may be held. In such cases, the organization holding the event may be required to pay for a library staff member to be present. The fee will be \$25 per hour, payable to the Friends of the Athol Public Library.

- There is no charge for the use of library facilities held during regular open library hours.
- Persons scheduling the facilities are responsible for setup and pickup of tables, chairs, etc. All groups using library rooms are responsible for the care and clean up of any rooms used. They are also responsible for any damage.
- Light refreshments may be served by persons granted the use of the building.
 - The sponsoring organization is responsible for providing any needed cutlery, plates, paper goods, etc.
 - Rubbish must be removed from the premises.
- Proper conduct is expected of any group using the facilities and persons in violation of library rules and regulations will be requested to leave the premises.
 - There is no smoking permitted anywhere within the library or on library grounds.
 - Alcoholic beverages must not be dispensed or consumed without the proper permits from the Athol Select Board. Prior approval must be obtained by the Library Trustees.
- Attendance at meetings shall be limited to the room's legal capacity, as posted.
- Children who attend meetings with their parents must remain with their parents.
- Groups reserving a library space may not, under any circumstances, store any of their own items or equipment in any part of the library for any amount of time.
- The library collection is not accessible after hours.
- Exterior doors (entryways) must be kept locked or monitored during non-library hours.
- Use of the library telephone is prohibited except in case of emergency.
- The sponsoring organization is solely responsible for the liability of any and all participants in the event. Neither the Board of Trustees nor the Town of Athol shall be responsible for injury to persons or property that occurs while the meeting room is being used.
- Use of the library space does not constitute an endorsement of an organization's policies or beliefs. All publicity must include the words: "Not a library sponsored event."
- If the library building is closed due to emergency conditions or inclement weather, the meeting rooms will not be available.
- If, in the opinion of the Board of Trustees or Library Director, the presence of a police officer is deemed advisable, the group using the meeting room will hire one at its own expense.

- Endorsements of specific political parties or religious denominations are not allowed on library property.
- If the event is cancelled, the library must be notified immediately. Failure to do so may result in the group not being allowed to reserve the space again.
- The Board of Library Trustees reserves the right to deny the use of the meeting rooms to any group or individual who abuse the regulations of the Athol Public Library. Facility use requests that have been denied in accordance with this policy may be referred to the Board of Library Trustees for appeal.
- The trustees reserve the right to waive any of the above conditions.

(Revisions suggested March 2017.)
Approved May 17, 2017

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MEETING ROOM APPLICATION

Athol Public Library

Approved May 17, 2017

Library meeting rooms are available to non-profit groups and organizations according to the Athol Public Library Meeting Room Policy. The meeting rooms are available for public meetings of a civic, cultural, or educational character, but not for social gatherings, entertainments, dramatic productions, or for money-raising or commercial purposes excepting those sponsored by the library.

Application date _____

Name of organization/group _____

Please check the category that best describes your organization

___Town Department ___Community Group ___Educational Institution ___Government ___Nonprofit

Contact person _____

Telephone _____ Email _____

Fax _____

Date of program _____ Hours of program _____

Room requested

1. _____ Conference Room (capacity 24)
2. _____ Small Program Room (capacity 52)
3. _____ Large Program Room (capacity 63) with kitchen
4. _____ Combined Small/Large Program Room (capacity 115)

Purpose of function _____

Anticipated group attendance _____

Has read the Meeting Room Policy and agrees with conditions _____

As an authorized adult representative of the above organization, I hereby apply for the use of the meeting room as stated in the policy. I have read the policies and rules governing the use of the meeting room facilities and agree that they will be carefully observed. If a meeting is cancelled, I agree to notify the library as far in advance as possible.

Signed _____ Date _____

Equipment needed : Multimedia projector ___ 16 mm projector ___ Slide projector ___

Signed: _____ Date: _____

For library use only:

Staff member taking application _____

Approved _____ Denied _____

Added to Library Insight _____ Date _____

Afterhours request _____ Willing to pay \$25/hr fee _____