

BEALS MEMORIAL LIBRARY MEETING ROOM USE POLICY

PART I: MEETING ROOMS (Trustees Room, Oval Room and Auditorium)

The Beals Memorial Library has three meeting rooms available for public use: The Oval Room on the first floor, and the Trustees Room and the Auditorium on the second floor. Priority use of library meeting rooms is for library programs and events, but meeting rooms may also be used for gatherings by local non-profit and not-for-profit groups and organizations.

Equitable Use of Meeting Rooms for All: Library meeting rooms shall be made available to groups on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use. Permission to meet at the Library does not in any way constitute or imply endorsement of the Users' policies, beliefs, or programs by the Library Staff or Library Trustees.

Every Event Must Be Free and Open to the Public: All library meeting room use must be completely free of charge and open to the public. Meeting rooms cannot be used for commercial purposes, for the solicitation or development of business, or for any collections or sales of goods or services. Any publicity for gatherings in library meeting rooms must include the following statement: "This event is free and open to the public."

EXCEPTION: Library programs, such as yoga classes or craft workshops, may require a nominal fee to pay for instructors or materials.

Food & Drink: Food and non-alcoholic beverages are allowed in the Auditorium and the Trustees Room, but no food or beverages other than water are allowed in the Oval Room. (If any historic documents are out on the table, water will not be permitted.)

Availability: Room use is only available when the Library is open. Library Staff reserve the right to move any room booking to another room if it best serves the Library and the needs of all Library Users.

Meeting Room Reservations: A Meeting Room reservation has to be confirmed by the Senior Library Technician or the Library Director before the booking is approved. Once approved, a notification will be sent by email or phone. Library Staff will endeavor to match the needs of the group with the room most suitable for its use.

Reservation requests can be made by phone, email, or in person at the Library's Circulation Desk.

A minimum age restriction of 18 is required to book any meeting room within the library. An adult must be present at all times during room use if all attendees are under 18 years of age.

Length of Room Use: Start and end times must encompass the entire use of the room, from set up to clean up. Maximum time allowed per meeting room is as follows:

- Oval Room: 2 hours
- Trustees Room: 3 hours
- Auditorium: 4 hours

All meeting rooms must be vacated at least 10 minutes prior to closing. There will be a minimum buffer of 10 minutes between each meeting room booking to allow for set up changes and to ensure a smooth transition between groups.

Drop-in Use: When available, the Oval Room and the Trustees Room may be used on a drop-in basis. Drop-in Users must share the room with all others who wish to use the space. Drop-in Users shall leave the room as found, as the rooms are usually set up for the next scheduled event. If a Staff Member needs to set up or the next scheduled group arrives, anyone in the room will need to relocate to another space.

Setup & Equipment: Library Staff will set up the Auditorium or the Trustees Room as requested. The group and/or their representative are responsible for leaving the room in a clean and orderly condition. All equipment requests must be scheduled at the time the room is reserved; Technical support by Library Staff is only available as staffing allows. It is strongly recommended that you make an appointment to come in advance to try out any library equipment before a scheduled meeting.

PART II: ALL ROOMS

Reservations: Rooms may be booked up to 90 days in advance and are accepted on a first come, first serve basis.

Cancellations: Notification of room cancellations are requested at the earliest possible date in order to free the room for use by other individuals or groups. Failure to do so may impinge on the right of the individual or group to reserve rooms in the future. Unless otherwise notified, a room reservation will be held up to 30 minutes past the start time before the reservation is cancelled.

Regulations: Users shall abide by all room regulations and the Library's Use and Behavior Policy. No use of any library space that disturbs or infringes upon others' right to the use the Library, impedes the Library Staff in the performance of their duties, or endangers the library building or collections will be allowed.

Failure to Comply: Failure to abide by this policy or any other policies or regulations may result in denial of subsequent use privileges. The use of public space in the Library is at the discretion of the Library Director or designee.

Questions? If you have any questions, please visit us at 50 Pleasant Street or call the Library at 978-297-0300. Library Circulation Staff will be glad to explain any room policies and to help you find the most suitable room for your group's size and function.