

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 "Program Room", "Kitchen", "Conference Room" and "Quiet Studies". The meeting rooms are for use by non-profit organizations only. 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 on a form provided by the Library either in person or online at <http://www.ventresslibrary.org/ventress/meetingroomapplication.asp>.
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. All furniture must be placed back into the positions in which they were found. There are placement

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- 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. No alcoholic beverages may be served. Smoking is not permitted.
 8. 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.
 9. Maximum occupancy for any event is 120 for the "Program Room", 12 for the "Conference Room" and 2 for the "Quiet Study Rooms". Use of the "Kitchen" must be requested and approved by Library staff in advance of any event.
 10. 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.
 11. Posters, decorations and other signs may not be affixed to any part of the building without the permission of the Library Director.
 12. 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.
 13. All meetings are open to the public. Governmental bodies are subject to the Commonwealth of Massachusetts Open Meeting Law.
 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 paragraphs.
 16. Meeting rooms are for the use of only non-profit/community groups. No commercial groups are permitted.
 17. ESL tutors may book "Quiet Study" room not more than three weeks in advance.
 18. Tutors/Quiet study/Walk-ins: may not book ahead – first come first served. The room may be used for up to 2 hours. Multiple tutor/learner pairs may use program room at the same time. (All tutors must sign-in at the circulation desk)
 19. The conference room may be booked for IEP students based on an individual's needs and must be approved by the library director.