

## 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", the smaller "Conference Room" and the "Quiet Study". 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, Library run 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. This request shall 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. All audio-visual equipment slide projector, etc., are to be provided 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 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 75 for the "Program Room", 12 for the "Conference Room" and 2 for the "Quiet Study Room".
  10. Posters, decorations and other signs may not be affixed to any part of the building without the permission of the Library Director.
  11. 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.
  12. All meetings are open to the public. Governmental bodies are subject to the Commonwealth of Massachusetts Open Meeting Law.
  13. 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.
  14. The Board of Trustees has the final decision on the interpretation of the above paragraphs.
  15. Meeting rooms are for the use of only non-profit/community groups. No commercial groups are permitted.
  16. Only ESL tutors may book the "Quiet Study" in advance. ESL tutors may book the room not more than three weeks in advance. All others interested in using the room will be on a first come first serve basis in 2 hour time frames. Please sign-in at the circulation desk.  
(All tutors must sign-in at the circulation desk)
  17. The conference room may be booked for IEP students based on an individual's needs and must be approved by the library director.