

Regulations for Meeting Room Use

The Library Board of Trustees approves the *Regulations for Meeting Room Use*. However, library administration may change these procedures to adapt to changing needs and circumstances.

- Any **non-profit** group or organization wishing to reserve library meeting rooms must first submit a *Meeting Room Use Approval Form*. This form must be submitted to and approved by library administration before a meeting room reservation can be scheduled.
- The *Meeting Room Use Approval Form* must be submitted by an **applicant** who is a representative for the **non-profit** group or organization, who then becomes the responsible party.
- The **applicant** must be a Leominster resident, at least 18 years of age.
- The **applicant** must have a C/WMARS library card in good standing.
- The **applicant** must attend the meeting and assume full responsibility for the use of the room(s).
- Once a *Meeting Room Use Approval Form* is approved, it is valid for one year, and meetings may be scheduled by submitting a *Meeting Room Reservation Form*.
- If the responsible party for an organization has changed, then a new *Meeting Room Use Approval Form* must be submitted.
- *Meeting Room Use Approval Forms* and *Meeting Room Reservation Forms* are available in print at the Adult Reference Desk or online via the library website. The forms must be submitted at least fourteen days and no more than six months in advance of an event.
- A **Leominster** group or organization may book up to 6 reservations in advance per year. After the last meeting scheduled in advance, an organization may request additional bookings; however, only **one** reservation may be made at a time.
- **Non-Leominster** groups or organizations may make only **one** reservation at a time.
- The applicant must provide a program description and contact information that will be published on the library's online *Calendar of Events* in case attendees have questions about the program.
- **Applicants** must make specific arrangements at the time of reservation in order to use library-owned equipment in the meeting rooms. Library administration may require that an **applicant** receive training prior to using the equipment. The **applicant** is responsible to cover the cost of repair or replacement of any library-owned equipment damaged or lost during the use of a library meeting room.

- All meetings or programs held in library meeting rooms must be open to the public.
- No fees, admission charges, collections, tuitions, sales, solicitations, stipends, or other fundraising activities are allowed.
- Use of library meeting rooms is free, but donations to the Friends of the Leominster Public Library are accepted.
- The reservation time stated on the agreement is the time when the first member of the group (trainer, leaders, caterer, etc.) arrives through the departure of the last person.
- Library meeting rooms **must** be vacated **fifteen minutes** prior to library closing.
- No food or beverages may be served or consumed in the library meeting rooms.
- No arts and crafts projects may be held in library meeting rooms.
- No smoking, open flames, or alcoholic beverages are permitted at any time in library building.
- Tape, tacks, nails, or other fasteners are not to be used on any walls, windows, doors, or woodwork in the library building. Signs, decorations, or displays must be limited to tables or easels.
- The **applicant** is responsible for removal of trash from the library.
- The **applicant** assumes full responsibility for any damages to library property incurred during the meeting or in conjunction with the meeting.
- The **applicant** is responsible to cover the cost of cleaning or repair for any damages that occur during use of a library meeting room.
- Attendance must be limited to the stated legal capacity for a given room. Organizers should make attendees aware of emergency exits and escape routes from the library.
- Children and teenagers must be accompanied by an adult sponsor who is present in the room for the entire meeting. Children of attendees may not be left unattended in other parts of the library during meetings or events.
- The library's telephones are not to be used for incoming or outgoing calls. Telephone messages will be taken only in the case of an emergency. The library's fax machine is not available for public use.

- All meetings must comply with all applicable federal, state, and local laws and regulations.
- Groups reserving library meeting rooms assume full responsibility for providing and paying for special accommodations that are requested by participants in accordance with the Americans with Disabilities Act.
- The Library Board of Trustees reserves the right to determine, in consultation with law enforcement officials, whether the proposed use of library meeting rooms will require a police detail or other extraordinary police protections, and if so determined, the anticipated cost thereof will be borne by the **applicant** reserving the meeting space.
- The **applicant** must advise the library of meeting cancellations as soon as possible. The organization is responsible for notifying attendees of the cancellation. Repeated failure to notify library of cancellations will result in denial of future meeting room use.
- The library meeting rooms will not be available for use in the event that the building has closed due to emergency conditions or inclement weather. Groups that have reserved a library meeting room should listen to radio station WPKZ (AM 1280) for announcements of delayed openings or closings.

Friends Room

- The Friends Room may be used by businesses for internal training and staff development sessions.
- All of the previously stated *Regulations for Meeting Room Use* Apply.

Group Rooms

- Group rooms do not require an application or approval; however users must provide name and a contact telephone number at the time of reservation.
- Group rooms may be reserved in advance or used on a walk-in basis. Only one group room reservation may be made in advance.
- A Group Room reservation will be held for 30 minutes. The reservation may then be cancelled if others are waiting.
- There is a four-hour limit for group rooms. Time may be extended four hours at a time if others are not waiting.
- No food or beverages may be served or consumed in the group rooms.

Temporary approval March 10, 2008
Approved May 12, 2008
Arts and Crafts statement amended November 10, 2008
Group Room grace period added November 10, 2008
Applicant must have a C/WMARS Library Card in good standing added April 13, 2009
Use by Non-Leominster groups and organizations added July 13, 2009
Use of Friends Room by businesses added September 14, 2009
No fees, amended December 14, 2009
No food or beverages amended December 14, 2009