

Meeting Room Use Policy

Policy Statement:

The Lakeville Public Library is fortunate to have three public meeting areas available. These are primarily for library-sponsored programs that enrich and extend library services to the community. Library and Town related activities always take precedence in scheduling and use of meeting spaces.

When not scheduled for Library or Town use, we are pleased to make these meeting spaces available for civic, cultural, and educational purposes by community non-profit groups and organizations. After Library and Town needs, the Library gives preference to Lakeville based organizations and to organizations serving the residents of Lakeville.

Guidelines:

All events must be free and open to the public. Use of these spaces may not interfere with the normal operation of the Library. The Library Board of Trustees reserves the right to review and accept or reject any or all applications for meeting room use. Use of the Library meeting rooms by any group in no way constitutes endorsement of the group's policies or activities by the Library and/or the Town.

Non-Library events intended for the public, such as (but not limited to) meetings, workshops and seminars, which have a business presenter, are strictly prohibited, even if educational in nature. Please ask the Library Director about the possibility of offering a Library-sponsored program.

Meeting Rooms available for use:

- The Community Meeting Room seats up to 120 people, and includes 4 tables that may be used. There is a small kitchen off the Community Meeting Room with a sink and refrigerator. The total room capacity is 135 people.
- The Local History Room will seat 12 people at a conference table, with perimeter seating to accommodate a total of 20 people. It is located to the right of the Circulation Desk.
- The Children's Program Room is located at the back of the children's room. It has a vinyl floor, 6 tables and 24 chairs (child-size).

It is to be understood that the Gallery and Local History Room have dual functions.

Members of the public may choose to use the Local History Room alcoves or view the Great Ponds Gallery exhibits in the Community Meeting Room, for example, while events are being held in those spaces. Town boards and committees should inform staff of plans to move into executive session so that staff can assist in maintaining meeting privacy in these rooms.

Scheduling and Reservations:

All requests must be made through the Library Director or a staff person designated by the Director.

Meeting room space is available during the library's regular operating hours. **Meetings must end 15 minutes before closing.**

Requests to reserve the meeting rooms are on a first-come, first-served basis. Each request is reviewed to determine meeting room availability, equipment needs, and compliance with library policy.

Scheduling of meetings is based on room availability, with the library's needs and hours as major factors. For reasons such as limited parking, the Library reserves the right to restrict meeting room scheduling during peak periods of library use.

Meeting rooms used by minors must be with adult supervision and must be reserved by an adult who shall be personally responsible for the conduct of the meeting, adherence to the regulations and payment of any fees for damages.

Generally, meeting rooms should be booked at least one month prior to the event, but no earlier than six months prior.

Groups using the Library meeting rooms on a continuous basis (e.g. Every 2nd Tuesday of the month) must renew their reservations and confirm meeting dates at least once a year with the Library Director or designee. The agency or individual must alert the Library Director of any changes in the contact information as soon as possible.

Generally, no group or organization may use a meeting room more than once a month.

All groups make reservations with the understanding that if a serious need arises for those spaces, the Library and/or the Town have precedence. The Library has the right to cancel, reschedule, or transfer meeting room location or dates that conflict with library-sponsored events or special events. In such cases the library will give advance notice to the group contact.

The Library Trustees reserve the right to refuse the use of the Library meeting rooms or cancel any reservation when they deem the action to be in the best interest of the Library and/or the Town.

Fees:

Generally there is no fee for the use of the Library meeting rooms. However, organizations or individuals leaving a meeting room in an unacceptable condition will be charged a fee to cover the cost incurred to return the room to an acceptable condition.

Admission fees may not be charged by groups when using the Library meeting rooms. If an organization will incur costs to hold a meeting, such as (but not limited to) hiring a speaker, generating handouts, providing materials/supplies or offering refreshments, donations may be collected to help cover or recuperate the costs incurred. This must be approved by the Library before the expense is incurred.

Equipment Use:

Groups may use Library equipment with advance permission. Please ask the Library Director for a list of available equipment for use at the library.

Library staff will see that the equipment is in working order; however, it is up to the group to have someone responsible for the use of the equipment. The library is not responsible for issues that may cause the equipment to malfunction during presentations.

Responsibility and Liability:

Groups using Library facilities and equipment are responsible for any damages. If a spill occurs, or if you notice a problem with a room or equipment, please notify the Library staff before you leave.

Groups using the meeting rooms may arrange the available tables and chairs as they choose, provided that all pieces of furniture are returned to their original positions at the close of the meeting. Staff are unable to set up or break down the rooms.

Materials on display in the meeting rooms are not to be moved or rearranged.

The Library is not responsible for accidents and injuries and assumes no responsibility for equipment, supplies or other items owned by a group or individual and/or left in the Library.

The Library meeting rooms will not be available for use in the event that the building is closed due to emergency conditions or inclement weather. Groups that have reserved a Library meeting room should call ahead for announcements of delayed openings or early closings. This information is also posted on our website at www.lakevillelibrary.org.

Any publicity must be cleared by the Library Director before distribution. Publicity must clearly state program sponsorship and include contact information for the group. The Library phone number and staff emails may not be used as contacts. It should be apparent on all publicity that the library is serving as a venue and not the sponsor.

Restrictions:

Meeting rooms are not available for purely social functions. Private parties by invitation only are prohibited.

Groups or promotional material endorsing specific political parties or candidates or representing the doctrines of particular religious denominations are not allowed.

No smoking, alcoholic beverages, lighted candles or flames are permitted in the Library.

If food is served at an event, the group reserving the room must clean the sink and tables before they leave. Food is only permitted in the meeting rooms, no food or drink is allowed in the library proper.

No sales, soliciting or fundraising allowed by any non-Library groups or individuals using Library meeting rooms.

Although we will do our best to pass on emergency calls, the Library will not be responsible for taking phone calls and passing on messages for the groups or individuals who use the Library.

All requests will be accepted or rejected by the Library Director guided by this Policy established by the Board of Library Trustees.

Board of Library Trustees

Rev. June 2024