

Meeting Room Policies

The following policies pertain to the Community Meeting Room, also known as the Great Ponds Gallery; the Local History Room; and the Children's Crafts Room. Guidelines for availability and conditions for using the public meeting rooms are set by the Library Board of Trustees.

The Board of Library Trustees of the Lakeville Public Library welcomes the use of the library's meeting rooms by community organizations and individuals for informational, recreational and cultural purposes of a non-profit nature, provided that such use does not interfere with regular library services or programs.

Organized community groups, agencies of government, and individual citizens may reserve meeting rooms according to the following priorities:

1. Meetings which are sponsored by the library
2. Meetings held by a town, state, or federal agency or official
3. Meetings sponsored by local non-profit organizations
4. Meetings held by individuals

All programs, meetings and exhibits must be free and open to the general public.

Meeting rooms are not available for purely social functions. Private parties by invitation only are not permitted. It is to be understood that meeting rooms may have dual functions. Patrons may choose to use History Room alcoves or view Great Ponds Gallery art exhibits, for example, while events are being held in those spaces. While a charge for the cost of materials used by participants may be made, no individual or non-library organization shall charge an admission fee or sell materials, goods, or services for private profit or gain, except with the specific approval of the Board of Trustees.

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

Rooms are made available on an equitable, first come-first served basis, regardless of the beliefs or affiliations of individuals or groups requesting their 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 Board of Trustees. The library shall endeavor to make its facilities equally available, upon request, to groups with different or opposing viewpoints.

No meeting room activity may disturb library patrons in their customary use of library facilities, impede library staff in the performance of their duties, or endanger the library building or collection. In determining whether to accept any application, the Board of Trustees may take into consideration the application; history of the group's meeting room use in the library or elsewhere; and such other information as the Board may deem appropriate. ***If, in the opinion of the Board of Trustees, the presence of a police officer is advisable, the group using the meeting room will be required to hire***

one at its own expense.

Reservations

Permission to use a library meeting room shall be obtained by a completed application submitted on forms provided by a staff member. Application review and final determination of use rests with the Board of Trustees. Confirmation in writing will follow as soon as possible.

- *The library reserves the right to refuse the use of the meeting room or cancel any reservation when it deems the action to be in the best interest of the Library and/or town.
- *Reservation requests should be submitted at least one month in advance. Rooms will be assigned in order of request.
- *Generally, no group or organization may use a meeting room more than once a month. Meeting rooms may be booked up to three months in advance. The library reserves the right to restrict use for non-library sponsored meetings or events to a reasonable annual maximum.
- *Cancellation of meeting room reservations is required 24 hours in advance. Failure to notify the library of cancellation may result in the denial of future requests.

Rules Governing Use of Library Meeting Rooms

- *Regular library activities and programs take precedence over any other meetings or events.
- *Permission to use a meeting room is not transferable by any individual or group for whom application has been approved.
- *Unlawful activity shall not be permitted in meeting rooms.
- *No literature may be disseminated outside the meeting room (in the main part of the building or on library property) without permission of the library director and Trustees.
- *A reservation for use of the meeting space must be made by a responsible member of the organization. This group representative must be over 21 years of age and be in attendance when the meeting room is in use. S/he will be responsible for the conduct of the group and any personal injury or library property damage in connection with the meeting. The library must be promptly reimbursed by the signing party for any expense or damage resulting from the use of the facility.
- *Activities for minors, age 17 and under, must be supervised by responsible adults. Children must be supervised throughout the event, including drop-off and pick-up times.
- *Publicity for non-library related/sponsored programs may list the library as the meeting site, but may not refer to the library as a sponsor.
- *Neither the name nor the address of the Lakeville Public Library may be used as the official address or headquarters of any organization.
- *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.
- *Neither the Board of Library Trustees nor the Town of Lakeville shall be responsible for injury to persons or property that occurs in the course of meeting room use by a non-

library sponsored program.

*Meeting rooms may only be used during normal operating hours of the library unless prior arrangements with library director have been made. No after-hours access to the library itself is permitted. ***A \$50 fee per half hour will be billed to the organization that does not comply with the library schedule.***

*Groups must vacate the meeting room at least 15 minutes before the building is closed.

*It is understood that normal library operations continue while meeting rooms are in use and meetings may be terminated if they are disruptive to library services.

*Users are requested to bring their own easels, equipment, and materials; the library will not supply them. The library is not responsible for materials, supplies, or equipment owned by the group. No storage facilities are provided.

*Reservations must be made one week in advance for the use of library audiovisual equipment and must be operated by a qualified person; please inquire.

*To protect the interior finishes, materials may not be attached to windows or walls.

*No smoking or alcoholic beverages are allowed in the building or near the main entrance.

*Food and beverages may be served in meeting rooms but shall be limited to light refreshments and must be confined to the meeting room. A small kitchenette is adjacent to the large community meeting room, also known as the Great Ponds Gallery. The kitchen and meeting rooms must be left in a neat and orderly condition. Any group serving refreshments must clean and wash counter spaces, and remove leftover food and drinks. No food is to be left on the premises without staff permission.

*Tables should be covered with plastic cloths when paints or glues are used in crafts projects. Should carpets be stained by food or crafts projects, blot them with paper towels and inform a staff member immediately. ***A charge will be made for any cost incurred by janitorial or carpet cleaning services.***

*No lighted candles or flames are permitted.

*Meeting rooms will not be available for use in the event that the building is closed due to emergency conditions or inclement weather. In the event of such a situation, every attempt will be made to notify any group with a reservation.

*Library staff are not responsible for relaying messages to individuals in the meeting rooms.