

## FLINT PUBLIC LIBRARY

### PUBLIC MEETING ROOM USE POLICY

The Trustees of the Flint Public Library have adopted the following policy in an attempt to ensure fair access to those who wish to use the public meeting room facilities of the Library. The Beverly Hospital Meeting Room is on the ground floor. It seats up to 114 people. This room is also divisible into two smaller rooms, seating \_\_\_ on one side and \_\_\_ on the other. The Vining Family Quiet Study Room, located on the first floor, has seating for up to 6 people and is available only when the Library is in operation (see #4, General Guidelines).

Use of Library Meeting Rooms by any group signifies acceptance of the terms of this policy.

#### General Guidelines

1. Library meeting areas are used primarily for library-sponsored activities and, therefore, the library retains the right to give priority to library-sponsored meetings, events, and programs in scheduling meeting room use.
2. Meeting rooms at the Flint Public Library are designed for groups that engage in educational, cultural, intellectual, or charitable activities. All meetings must be free and open to the public.<sup>1</sup> Groups which are affiliated with a business or commercial organization, enterprise, or any other type of entity which exists primarily for profit may not use the meeting facilities.
3. Adult sponsors must be present for children's groups.
4. The Vining Family Quiet Study Room is available for meeting reservations during the school day only. Study groups may request it whenever the first floor is open.
5. Smoking and alcoholic beverages are not allowed in the meeting rooms.
6. Meeting rooms may not be used for social gatherings such as showers, birthday parties, dances, or any other closed meeting.
7. A scheduled employee of the Library must be in the building when the public is in attendance and be responsible for securing the building when the public has left. Meeting rooms will not be scheduled for use on Saturdays or on other days when the Library has announced closings.
8. Room set up is not provided by the Library. Time for setting up and cleaning up afterwards should be included in the meeting time requested.
9. The Library assumes no responsibility for private property brought into the building.
10. Library staff will not take or deliver messages for meeting participants except in an emergency.

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<sup>1</sup> "Open to the public" means that a member of the press or the general public may view the proceedings.

11. Groups are responsible for compliance with the Americans with Disabilities Act and for providing qualified interpreters or auxiliary aids, upon request, for their programs.
12. Study groups are permitted to use the meeting rooms upon availability but must fill out an application and follow all rules and regulations. There is a five (5) person minimum for each room.
13. Non-profit organizations may collect donations to cover incidental expenses only, but may not solicit donations for fund-raising purposes or make sales, except for the sole benefit of the Library.
14. Use of the Library's meeting rooms does not constitute or imply an endorsement of viewpoints of participants in the program by any library staff or by the Board of Trustees. No advertisement or announcement implying such endorsement will be permitted.
15. Inclement weather may cause staff to close the Library with little or no notice. If in doubt, call 978-774-8132 to confirm that the Library is open.

### **Reservations**

1. Requests for use of a meeting room may be made in person or by telephone.
2. Reservations from organizations for use of the meeting space must be made on the Library's application form submitted to the Program Coordinator. Reservation for a meeting space is not guaranteed unless an application form is signed and submitted 72 hours in advance. It is your responsibility to return the signed application 72 hours in advance; no one from the Library will contact you. If your signed application is not received, your reservation may be canceled.
3. Applications for use of the meeting space may be obtained at either circulation desk. Completed applications must be returned to the desk or mailed (in time to make the 72-hour advance deadline) to the Flint Public Library, P.O. Box 98, Middleton, MA 01949-0198 – Attention: Meeting Room Reservations.
4. Requests will be honored on a first-come, first-served basis.
5. Rooms may be booked no more than 90 days in advance.
6. Notice of cancellation should be made as soon as possible. After 30 minutes, a group may forfeit its reservation if it fails to appear as scheduled.
7. If a group fails to show for two meetings in a row and does not call to cancel, all future reservations are forfeited until the group calls to reschedule.

### **Care and Use of Facilities**

1. Please leave meeting rooms as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
2. Furniture and/or equipment from the main area of the Library may not be brought into meeting rooms.
3. Please attach nothing to walls or ceilings.
4. Equipment, supplies, or personal effects cannot be stored or left in meeting rooms before or after use.

5. Attendance at meetings will be limited to the capacity of the individual meeting rooms. Seating and/or supplementary furniture are not allowed in areas outside the meeting rooms.
6. Simple refreshments may be served. Only clear liquids (e.g., apple juice) may be served -- no fruit punches or grape juice. The Library will provide a coffeepot, but cups, utensils, cream, sugar, or other equipment and supplies will be the responsibility of the group.
7. There will be no cooking or food preparation on site; dishwashing facilities are not available.
8. Please clean the kitchen facilities thoroughly if used; trash must be bagged.
9. The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.
10. The contact person for each group is responsible for ensuring that each member of his or her group is aware of and abides by these regulations.
11. Please abide by the instructions of Library personnel on site. Users of the meeting space may be asked to leave if use is deemed disruptive or in any way contrary to library policy.
12. Groups failing to comply with any part of this policy or the established procedures will be denied further use of the meeting rooms.
13. Any question of interpretation of this policy will be referred to the Director. Final determination rests with the Board of Trustees.

Use of Library meeting rooms by any group signifies acceptance of the terms of this policy.

Adopted by the FPL Board of Trustees 9/9/80

Reviewed: 11/8/93, 11/13/95

Amended: 11/7/96, 3/10/97, 9/9/02, 1/10/05, 7/14/08, 1/11/10

**FLINT PUBLIC LIBRARY**

**PUBLIC MEETING ROOM APPLICATION/AGREEMENT**

*(To guarantee availability, please book in advance by phone before sending application)*

Day & Date of Event (**not more than 90 days from today**): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Title, Subject & Purpose of the Meeting: \_\_\_\_\_

\_\_\_\_\_

A Beverly Hospital Meeting Room will be set up with an 8' table and 8 chairs. Please read the Policy for set-up and take-down information.

\_\_\_\_\_

Eligibility for use of meeting facilities requires all of the following to be checked:

- I have read and will comply with the Library Meeting Room policy.
- Our meeting will be open to the public.
- We will leave the facilities exactly as we found them, in accordance with the policy guidelines.
- I understand that, while using the meeting rooms, no admission may be charged and no products or services may be advertised, solicited, or sold.
- I will notify the Library 24 hours in advance for cancellation.
- I understand that failure to comply with the Library's policies may result in the loss of use of the meeting facilities.

Signature of Applicant and Responsible Person: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Mail to: Meeting Room Reservations  
Flint Public Library  
P.O. Box 98  
Middleton, MA 01949-0198