

# Berwick Public Library

## Meeting Room Use Policy

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**Purpose:** The Berwick Public Library (BPL) Meeting Room's use is permitted to individuals and groups regardless of their beliefs or affiliations. The Library Meeting Room is available to non-profit and Berwick-based civic organizations and youth groups, municipal departments, Town charter defined committees and Town Board or School Board committees. These organizations may request donations from those attending the meeting.

Berwick businesses may use the room to present programs of civic or cultural interest or for business meetings when no selling, solicitation or order taking occurs. No fee may be charged to attendees for these programs.

**Priorities:** Use of the Meeting Room for Library, Library-affiliated or Library-sponsored/co-sponsored meetings or programs shall have priority over all other requests. Thereafter, requests are considered on a first come, first served basis.

**Description of Meeting Space:** The meeting room as configured has a conference table surrounded by eleven chairs and space for five folding chairs behind them. The contact person stated on the application is responsible for insuring that this 16 person maximum capacity for the space is not exceeded.\*\*

**Advertising and Publicity:** Notices must include a contact phone number for the group and/or individual responsible for the program and must not include the Library's phone number.

**Security:** BPL reserves the right to determine, at the Library Director's discretion, whether any proposed use of the Meeting Room will require a police presence. The Library Director may consult with members of the Berwick Police Department in making this determination. If the Library Director determines that police protection is reasonably necessary, the individual or group seeking to use the Meeting Room shall be required as a condition of such use to pay to the Library the anticipated cost of police protection in advance of the meeting.

### **General Guidelines:**

- Individuals and groups wishing to hold a meeting in the BPL Meeting Room are required to make reservations in advance and complete and sign the form "Application for Use of the Meeting Room at BPL".
- Use of the Meeting Room must not disturb or disrupt BPL patrons in their customary use of library facilities, interfere with staff in the performance of their duties, or endanger Library patrons, facilities, or staff.
- The organization in whose name the reservation has been confirmed shall be the same organization conducting the meeting for which the application is made. Applicants must be at least 18 years of age.
- Those under 18 years of age must be sponsored by and their meetings supervised by one adult from the same organization for every ten children/teens.
- No group shall charge admission fees for any function held in the Meeting Room. It shall not be used for commercial or fundraising purposes. The only exceptions to this prohibition are fundraising activities to benefit the Library and/or the sale of books, audiobooks, or other items by authors or artists as part of a Library program.
- The Meeting Room is not intended for fee based services, including but not limited to private tutoring.
- Permission to use the Meeting Room does not constitute or imply BPL endorsement of the aims, beliefs, policies, or activities of any individual, group, or organization, or any views expressed in the meeting.

### **Scheduling and Reservations:**

- Applications for use the room are available at the Library circulation desk.
- The application form must be completed and signed by a duly authorized individual over the age of 18 who will be the contact person for the group.
- A completed application must be received before a booking is confirmed.

- Meetings must not be more than two hours in length and take place during regular Library hours, with only one meeting to be scheduled per day. All meetings must be scheduled to end 15 minutes prior to the closing of the library.
- When booking time, groups should include time needed for set-up and clean-up.
- By completing and signing the application form, the group's contact person acknowledges that s/he has read and understands this policy and will be responsible for ensuring that use of the room complies with this policy and the regulations herein. It is the responsibility of the group to update the form whenever its contact person changes.
- The Library cannot guarantee that meetings will be uninterrupted, as staff may need to access materials in the room.
- No external group may consider the Library its permanent meeting place.
- If BPL is closed due to inclement weather or other unscheduled closing the organization's meeting is automatically cancelled. As much notice as possible will be given to the group contact person.

### ***Rules of Use***

- Wireless connectivity is available in the Meeting Room but users must provide all their own meeting supplies including easel stands, paper products, markers, etc. and no items may be affixed to walls.
- Materials within the room are the property of BPL and are not for public use
- Simple refreshments may be served only in designated areas but kitchen facilities or equipment will not be provided by the Library.
- Smoking and alcoholic beverages are not allowed on Library property. Burning of any materials, including incense and candles, is prohibited.
- No pets, other than service animals, are allowed, unless it is a Library sponsored program.
- Individuals or groups using the Meeting Room shall secure any necessary performance licenses and indemnify the Library for any failure on their part to do so.
- The room may not be used for day-care or babysitting purposes.
- Groups are advised to orient their members to exit routes available in case of an emergency. Groups are required to follow staff instructions and evacuate the building during emergencies and emergency drills.
- BPL will not be responsible for any materials or equipment left in the room. The Library cannot store items for groups using the Meeting Room.
- At the discretion of the Library Director, the individual or group using the Meeting Room will be charged for any damages made to the Library facility including furnishings, equipment, carpeting etc. during their use of it. This includes, but is not limited to, the cost of any special cleaning required after an individual or group's use of the Meeting Room.
- Use of the Library's Meeting Room by any individual or group signifies acceptance of the terms of this policy

Permission to use or to continue use of the BPL Meeting Room may be withheld from groups failing to comply with the Meeting Room Use Policy.

Interpretations of and exceptions to this policy may be made in the best interest of the Library at the discretion of the Library Director.

The Library Advisory Board reserves the right to restrict or limit the use of the premises at any time, without prior notice, and for reason determined by it in the exercise of its sole and absolute discretion.