

Walpole Public Library Meeting Room Policy

In keeping with the Library's mission to bring people, information and ideas together to enrich lives and strengthen our community, the Walpole Public Library's meeting rooms are available at no charge for use by community groups for educational, cultural, informational, or civic meetings and programs when not needed for library or Town of Walpole purposes. However, such meetings must always follow the library's Standard of Conduct policy to create and maintain a safe, comfortable and peaceful environment in which all patrons and staff may use, share and enjoy the Library's resources. No use of meeting rooms will be allowed that is likely to disturb library patrons in entering and using library facilities, impede library staff in the performance of their duties, or endanger the library building or collection. Meeting rooms cannot be used for personal or family purposes. The meeting rooms are not available for purely social functions (functions designed for entertainment with friends or associates).

The Walpole Public Library adheres to Article 6 of the Library Bill of Rights, which states, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." The use of meeting rooms does not imply the library's endorsement of any ideas expressed in the meeting nor of the goals, objectives, or ideals of the person or organization using library facilities. No advertisements or announcements implying such endorsement will be permitted. The Trustees and Library Director have the authority to deny the use of library facilities to any individuals or groups that fail to comply with the intent and provisions of this policy.

REQUESTING THE USE OF A MEETING ROOM

Reservations may be made no more than three months in advance, except for the Children's Program Room which may only be reserved one month in advance. Reservation requests must be made at least three (3) days in advance. Room reservations are made through the Reference Desk, (508) 660-7341. Reservations are not automatically renewed. Recurring reservations will be accepted for no more than three months at a time. Use of the Children's Program Room is reserved for groups and activities serving youth. Please factor in room set-up time and post-meeting clean-up when making a room reservation.

Each reservation must include the name and phone number of the contact person. An organization must notify the library of any change in the contact person. The contact

person designated by the organization shall be responsible for the organization's compliance with the rules and regulations of the library, for the conduct of attendees to the organization's program, for the care and cleanliness of the room and any library equipment used by the organization, and for compliance with any special conditions to which the organization's use of the library may be subjected by the library or its designee.

Meeting rooms can only be reserved for times and days when the library is open. All meetings must end at the time scheduled so the room can be cleared or prepared for other meetings. All meetings must end at least **15** minutes before closing. Meetings held in the Community Room may be scheduled beyond library hours, but only with prior approval of the Library Director or his/her designee.

All equipment requests must be scheduled at the time the room reservation is made. The Library provides wireless access. While we monitor our systems closely, guarantees are not implied for wireless compatibility or for uninterrupted wireless service when groups are using the meeting rooms.

Programs involving the sale, advertising, promotion of commercial products or services are prohibited except for performers at Walpole Public Library sponsored programs with pre-approval to sell sound recordings, videos, artwork and books related to their appearance. Meetings and programs that charge or collect fees from attendees are prohibited.

Groups holding reservations are requested to notify the library of any cancellation at the earliest possible date in order to free the meeting room for the use by other groups. Failure to do so may impinge on the right of the group to reserve rooms in the future.

Library staff shall have the right to cancel, re-schedule or transfer meeting room locations or dates that conflict with library sponsored programs and/or special events or for other reasons within the sole discretion of the library director or her/his designee without liability to the organization.

In the event of an unscheduled library closing, a group may reschedule another meeting time.

The library does not and will not prepare or issue press releases, promotional materials or otherwise promote in any way non-library sponsored meetings and programs.

MEETING ROOM CONDUCT

Please be prepared to set up or rearrange the room prior to your meeting if necessary and to restore it to its pre-meeting condition when your meeting has concluded. The condition of the room must be neat when vacated. Wall hangings are to remain undisturbed, unless special arrangements are made in advance. Signage or other materials are not permitted on the walls, doors or in the elevator. Exits must be clear at all times. All materials must be completely removed after use of the room. The meeting room must be left in the same condition as found. The person requesting use of a meeting room will be held responsible for the orderly conduct of the group and for any loss of, or damage to, Library property.

Food and non-alcoholic beverages may be served in the Community Room. The user is responsible for removing and disposing of large trash items (e.g., pizza boxes, sandwich trays, etc.) A small kitchenette is available in the Community Room, but there are no facilities available for banquets and sit down dinners. Use of the Community Room for these purposes is prohibited. If food is being served, the user must clean any tables used and spot vacuum crumbs from the Community Room carpet. Food and drinks are permitted in the Children's Program room. Groups using the Children's Program Room must clean the room and tables of food and craft debris. No drinks or food are allowed in the Walpole Room. No food is allowed in the Pinnacle Room. State law prohibits the use of alcohol in public buildings. Fire code prohibits groups larger than the posted limit of attendees in a given room; please contact the library regarding specific room limits.

Any meetings or groups of high school age or young children must have an appropriate number of adult sponsors and/or chaperones. Leaders of groups should inform meeting participants that children under the age of ten may not be left unattended in the library while parents attend meetings.

All advertising and public notices of events held in the meeting rooms must clearly designate the organizational sponsorship. An organization or group may not use the Walpole Public Library for its official address or telephone number.

While groups are welcome to give the library flyers or similar material for posting on the library's bulletin board, no flyers, handbills, campaign literature, or other items may be distributed to library patrons merely coming into the library for library business.

All groups should exercise all necessary precautions to avoid damage of library equipment, furnishings, floor coverings, and other library property. The organization and its

designated responsible individual shall be responsible to the library for any damage to library property. The library is not responsible for lost or stolen items. The Library will not store or be responsible for AV or other equipment belonging to groups using the facility, except with permission of the Director.

Groups or individuals using a meeting room will be held responsible for any costs incurred by the Library or Town as a result of that use. The Library or Town may require that a group post a bond to cover anticipated costs (e.g., security) in advance of meeting use.

Misrepresentation of the use of the room or failure to abide by the policies of the Library may be cause for denial of further use of the meeting rooms.

LIABILITY

The Library is not responsible for any accident, injury, loss or damage to the private property of individuals or organizations using the facility. The use of library property by the organization is conditioned upon this limitation of liability, and the organization agrees to take such steps as are necessary to inform its members and invitees of this fact.

Approved by the Board of Trustees June 26, 2018