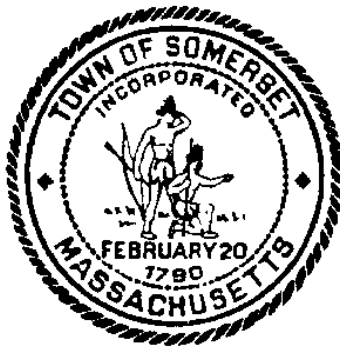


# Somerset Public Library

## Meeting Room Use Policy



March 19, 2019

*The Somerset Public Library exists to serve as a center of informal learning, individual growth and recreation for the citizens of Somerset. The Library expects to make a contribution to the learning process and to aid individuals in the lifelong process of growth and appreciation and understanding of themselves, their neighbors, and the world around them. In addition, the library makes its building available as a setting for appropriate events according to the needs and interests of the community.*

## **Introduction**

The Somerset Public Library is fortunate to have five public meeting areas available. These are primarily for library-sponsored programs that enrich and extend library services to the community.

We are pleased to make these meeting spaces available to the public for civic, cultural, educational and community non-profit groups and individuals. Organizations providing services or information to the open public at no charge may use the meeting rooms subject to availability and approval by the Library Director. Use of these spaces may not interfere with the normal operation of the library.

Library meeting rooms may not be used for political campaigns, religious services, or fundraisers, except for those fundraisers sponsored by the Friends of the Somerset Public Library.

The rooms may not be reserved by individuals for private study, tutoring, interview or meeting sessions; however, if a room is available when you arrive at the library, it may be used following the rules of this policy. Exceptions may be made for test proctoring or specific interviews for college admission, military service or state or federal agencies. Approval is made by the Library Director.

After Library and Town needs, the Library gives preference to Somerset-based organizations and to organizations serving the residents of Somerset.

The Board of Library Trustees reserves the right to review and accept or reject any or all applications for meeting room use.

## **Meeting Rooms Available for Use**

- Captain's Community Room (Large Meeting Room) – Seats approximately 70 people in audience arrangement. Seats approximately 50 people at large tables.
- Shipyard Room (Small Meeting Room) – Seats approximately 35 people in audience arrangement. Seats approximately 20 at small tables.
- Evans Conference Room – Seats 8 people at a conference table.
- Local History Room – Seats 8 people at a conference table.
- Mendes Technology Room – Seats 8 people at a small tables.

## **Equipment Use**

Groups may use library equipment with advance permission. Please ask the Library Director about 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 events.

### **Scheduling and Reservations**

The meeting rooms are available during regular library hours. Rooms may be used when the library is closed by the Library and Town Departments by special arrangement with the Library Director.

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.

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

All groups make reservations with the understanding that if a serious need arises for those spaces, the library and/or town have precedence.

### **Group Responsibilities**

- Designating a responsible person who will make the reservation and be present while the group is utilizing the space. This person is the applicant on the Meeting Room Application.
- Submitting a written application to the Library Director in advance of the initial requested meeting date
- Completing a new application if the group's designee or contact information changes
- Notifying the library of any cancellations or changes in the group's schedule at least 24 hours prior to the scheduled meeting time
- Setting up chairs, tables and equipment as needed
- Reporting to a library staff member any apparent room or equipment damage prior to using the room in order to avoid being held responsible for the damage
- Reporting to a library staff member any spills or equipment damage that occurs during the use of the room
- Returning chairs, tables and equipment to their original arrangement as they were found
- Placing all trash in appropriate containers, wiping down tables and sink area if used, and removing all food items
- Exiting the room at the end of the designated, pre-approved meeting time
- Having adult supervision for any activities for minors

## **Restrictions**

- Meeting rooms are not available for use when the library is closed due to inclement weather or other emergency conditions (whenever possible the Library Director will contact the group designee to alert him or her to any closings).
- No admission may be charged, contributions solicited, tickets sold, or profit-making functions held, except for fundraising events sponsored by the Friends of the Somerset Public Library.
- Groups may not store items in the Meeting Rooms without permission of the Library Director
- The library is a smoke-free, drug-free and alcohol-free facility

## **Guidelines**

- Meeting rooms may be reserved up to three (3) months in advance of the meeting date(s), in order to allow flexibility in the arrangement of library programs.
- No more than four (4) reservations may be held at one time by any one group without prior approval of the Library Director.
- The library is not responsible for damage to, or loss of, equipment, supplies, displays or other items left behind or unattended either before, during or after an event
- The library is not responsible for taking phone calls and passing on messages for the groups or individuals using the meeting rooms
- Meetings and events being held in the library by outside groups does not constitute an endorsement by the Board of Library Trustees and/or the library staff of the group's policies, beliefs, practices or programs
- The Board of Library Trustees reserves the right to revoke the privilege of a group for any future use of the library meeting rooms when it has been determined that there has been a misrepresentation by the group of its stated purpose for a given meeting, or for non-compliance with the Meeting Room Policy.

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

The Meeting Room Policy can be subject to review and amendment by the Board of Library Trustees at any time.

<b>TRUSTEE APPROVAL DATE</b>	<b>DESCRIPTION OF CHANGE</b>
10/1/2002	Original policy approved by Board of Trustees  (reviewed by Town Counsel)
12.18/2007	Revision approved by Board of Trustees
11/19/2013	Revision approved by Board of Trustees
04/15/2014	Reviewed, reaffirmed by Board of Trustees
3/19/2019	Revision approved by Board of Trustees