

## **TOPSFIELD TOWN LIBRARY**

### **MEETING ROOM USE PROCEDURES AND POLICY**

The meeting room is available to individuals, groups and organizations for meetings and events that are educational, cultural, non-profit, or civic in nature. The use of the meeting room shall be in accordance with the policies and procedures set by the Trustees of the Topsfield Public Library.

Permission will be denied to any individual, group, or organization for any use of the meeting room whose purpose is illegal or potentially hazardous, which could interfere with the proper functioning of the Library, or when satisfactory adult sponsorship is not provided. The safety of the Library facility, Library staff and patrons is always of paramount concern.

Library functions and Town of Topsfield board hearings and meetings have priority in the use of the meeting room. Library functions include meetings of the Board of Trustees, Library sponsored events, Friends of the Library meetings, and Friends' sponsored events.

Use of the meeting room is typically allowed only during normal Library hours. However, after-hours use may be allowed if approved by the Library Director and/or Board of Trustees after fulfilling all the requirements of after-hours use and completing, at least seven days in advance, the appropriate forms including, if applicable, those required by the Library Facility After-Hours Special Permission Policy.

#### **PERCEPTION OF EVENT**

Use of the meeting room does not constitute or imply endorsement by the Library of the aims, policies, activities, or points of view expressed by participants. No advertisement or announcement implying such endorsement will be permitted. Any and all advertisements, announcements or publicity proposed to be mailed or otherwise distributed for the event must be approved by the Library Director prior to distribution. The Board of Trustees and Library Director may deny or withdraw permission to use the Library to any individual, group or organization that fails to comply with this requirement.

#### **APPLICATION TO USE MEETING ROOM**

Meeting Room Reservation Forms are available at the Library or can be downloaded by visiting the Library's website at [www.topsfieldtownlibrary.org](http://www.topsfieldtownlibrary.org) and click on the Meeting Room page. The purpose, date, and time of the meeting and the number of persons attending must be explicitly stated when completing the application. Reservations forms must be submitted to the Library Director at least seven (7) days in advance of the date of proposed use. Reservations for meeting room are on a first-come, first-serve basis. Any false, misleading or incomplete statement on the form shall be grounds to deny the use of the meeting room by the applicant.

A representative of the individual, group, or organization requesting use of the meeting room will assume responsibility for:

- Setting up the meeting room, including providing your own equipment and arrangement of chairs, and tables.
- Cleaning-up of the room and returning chairs, tables and any Library equipment to storage area.

- Paying (and indemnifying, defending and holding harmless the Library) for any and all damage done to the Library, meeting room, Library equipment, chairs or tables, or for any personal injury that may occur as a result of use of the meeting room.
- Using the meeting room in adherence to this Policy.
- Regarding after-hours events, being trained by the Director in advance of the event regarding the Library facility security and safety matters, including proper entering and exiting of Library including picking up the entry-envelope the day of the event and returning immediately after the event.

#### RESTRICTIONS, CONDUCT AND OTHER REQUIREMENTS:

- The name and/or address of the Library may not be used as the official address of any individual, group or organization granted permission to use the meeting room.
- The Library is not to be used for storage of group materials.
- No tape or tack may be applied to the walls or doors.
- Activities within the meeting room shall not disturb Library staff or patrons outside the meeting room.
- State law prohibits smoking or the use of alcohol in public buildings.
- Maximum capacity of the meeting room is 60 persons.
- Only non-alcoholic refreshments may be served. All food must be confined to the meeting room only.
- The Town of Topsfield, Library, Library staff and Board of Trustees are not responsible for lost, stolen, or damaged personal items.
- The Library staff has the right to reschedule events that conflict with library-sponsored programs or special events or an unscheduled Library closing.
- No solicitation is allowed.
- Adult sponsors must be present for youth and children's groups. An appropriate number of adult sponsors (one adult for every 10-15 children) must accompany groups of children of high school age and younger.

The Board of Trustees and Library Director have the authority to deny the use or withdraw approval of use of the Library to any individual, group or organization that fails to comply with this Policy.