

# Thomas Crane Public Library

## Meeting Room Use Policy

### Policy Statement

In keeping with its mission to provide an environment for people to gather, interact, and participate in public programs, the Thomas Crane Public Library makes its meeting rooms available without charge to community groups and individuals. The primary purpose of this service is to provide space for educational and cultural enrichment and lifelong learning, and to support the Library's role as a gathering place for all ages, creating a sense of community and neighborhood belonging, and a welcoming environment for all residents.

### Regulations

#### *Eligibility for Meeting Room Use*

1. When meeting rooms are not in use for Library sponsored programs, non-profit community groups and individuals may use rooms for meetings or programs of an educational, cultural or civic nature. All meetings must be open to the public and free of charge. Preference will be given to organizations whose primary clientele are Quincy residents.
2. No private meetings or events are permitted, except for Library, municipal, or other governmental meetings.
3. Meeting rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation or development of business, for profit or for fundraising, for religious services or proselytizing, for individual political campaigns or partisan political recruitment, or for gambling or games of chance.
4. Except for Library sponsored events, no admission fees may be charged or solicited; no donations of money or other property may be solicited or collected from the audience; no contact or sales lists may be compiled; and no goods or services shall be promoted, sold, or exchanged upon the premises or by sample, pictures, or descriptions, except with advance permission from the Library Director.
5. In permitting use of its meeting rooms, the Library does not imply endorsement of the beliefs, policies, or activities of any group or individual. The Library endeavors to present a broad spectrum of opinions and a variety of viewpoints.

### ***Scheduling and Reservation Application Procedure***

6. Meeting rooms will be scheduled according to the following priorities:
  - Library programs
  - Municipal related meetings or programs
  - Other government departments and agencies
  - Local non-profit community groups and individuals
7. Reservations for all meeting rooms, including branch library meeting rooms, will be handled by the Library's administrative office. Applications are available at the Main Library and on the Library website. Applicants are encouraged to use the Library's online booking system to check room availability and submit reservation requests. All applications will be approved or disapproved by the Library at its sole discretion; an application for use does not assure approval.
8. Meeting room use applications must be made at least one week in advance and up to three months in advance. In order to ensure equitable access for all eligible applicants, use of library meeting rooms will be limited to three times per calendar year per organization or individual, except by Board of Trustees approval.
9. If an applicant must cancel a meeting room reservation, at least 24 hours notice should be given. Any applicant that fails to honor its reservation of meeting space without notification of cancellation will forfeit the right to reschedule.
10. The Library may cancel a meeting room reservation due to building conditions, weather conditions, or other special situations.
11. On the rare occasion that the Library finds it must use a meeting room unexpectedly for Library or governmental purposes, even though a non-Library meeting has been previously scheduled, the Library will make every effort to schedule an alternate time for the non-Library meeting.

### **Availability of Facilities and Equipment**

12. Meeting rooms are available for use Monday through Friday during regular library hours, from the start of the Library's business day until 15 minutes before the end of its business day. Saturday and Sunday use is available only by special request with Board of Trustees approval. The meeting rooms are not available when the Library is closed, except with Board of Trustees approval.
13. With the exception of governmental related meetings, the Library does not lend or rent any audiovisual or PA equipment to non-Library groups using the meeting rooms.
14. Kitchen facilities adjacent to the Main Library community meeting room are available upon request.

15. The following meeting rooms are available for non-Library booking:

<b>Room</b>	<b>Seating Capacity</b>	<b>Food Allowed</b>	<b>Other</b>
Main Library community meeting room	125; 20-person minimum for room reservation	Yes	Internet (wired & wireless), cable TV, pulldown screen, podium, kitchen, bathrooms
Adams Shore Branch program room	75	Yes	Pulldown screen, podium
North Quincy Branch Dinegan Room	25	Yes	Pulldown screen, bathroom

**Publicity**

16. In publicizing a meeting to be held in a Library meeting room, the Library phone number should not be listed for further information and the sponsoring group must be clearly identified. Groups must not imply Library endorsement or sponsorship of their program or organization in their publicity.

17. Posters and flyers for non-Library meetings must be submitted in advance and may be posted on the Library’s community bulletin boards. The Library will not list non-Library sponsored meetings and events in its online or print event calendars.

**Use of Meeting Rooms**

18. The meeting facilitator must check in at a public service desk upon arrival for access to a meeting room.

19. Meeting room activities must begin and end at the times specified in the reservation.

20. Tables and chairs are available at each location. No other equipment is provided. The group is responsible for setting up, rearranging, and taking down tables and chairs. Nothing may be attached to the walls or ceiling.

21. Meeting rooms must be left clean, in good repair and in the same condition as found. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future.

22. Only beverages and light refreshments may be served in rooms where food is allowed. Preparing and serving meals is not permitted. Catering is provided by the Library café. All beverage spills must be reported immediately to the Library custodian.
23. Applicants must provide their own kitchen supplies and are responsible for kitchen cleanup after use. All food, beverages, and supplies must be removed from the kitchen immediately after a meeting.
24. All City of Quincy ordinances, including the fire code, and Library policies, including posted room capacities, must be strictly observed.
25. Nothing may be stored for a group before or after a meeting and all equipment, materials and supplies must be removed immediately after a meeting.
26. Children must be supervised at all times by a responsible adult or child aged 14 or older. At least one adult age 18 or older must be present when youth groups use the meeting rooms.
27. Meeting room activities must not interfere with or disturb Library staff or users. Music and other noise must be kept to a level acceptable to the Library.
28. Smoking and alcoholic beverages are prohibited in meeting rooms and on Library grounds.
29. The Library telephone will be available for emergency use only. No messages will be taken for non-Library organizations or individuals.

### **Liability and Responsibility**

30. One person aged 18 or older must be responsible to the Library for the conduct of a non-Library meeting. Any individual or organization using a meeting room must acknowledge the policies and regulations governing its use and assume responsibility for observing them by signing the application or checking the “terms” box on the online application form.
31. The Library assumes no responsibility for lost, stolen or damaged items brought into a Library meeting room.
32. Any individual or organization using a Library meeting room agrees to indemnify and hold harmless the Library and its Board of Trustees and the City of Quincy and its officials for any and all liability which may arise from the use of the premises.
33. The meeting room use privileges of any organization or individual that fails to comply with this Policy and its regulations will be rescinded.

34. The Library Director shall have the final decision on any meeting room use application and reserves the right to review, accept or reject any and all applications for meeting room use, subject to appeal to the Board of Trustees.
35. Complaints about this Meeting Room Use Policy or about any programs or events held in Library meeting rooms should be addressed to the Library Director.

Adopted by Vote of the Library Board of Trustees, March 12, 2001

Amended April 29, 2002, September 23, 2002, June 9, 2008, September 14, 2009