

Thomas Crane Public Library

Meeting Room Use Policy

Policy Statement

In keeping with its mission to facilitate lifelong learning, provide opportunities for cultural enrichment, and foster a sense of community, the Thomas Crane Public Library welcomes public use of its meeting rooms for meetings and events that are free of charge and open to the general public.

Regulations

Eligibility & General Guidelines for Meeting Room Use

1. Meeting rooms are available to non-commercial organizations engaged in educational, cultural, civic, intellectual, or charitable activities, including non-profit corporations, non-profit citizens' groups, political committees (except for a candidate's campaign committee), a governmental subdivision, or a department/division/bureau of a governmental subdivision.
2. All meetings must be open to the public and no fees may be charged or solicited.
3. No private or members-only meetings, events, or social functions are permitted, except for Library- or City of Quincy-sponsored programs.
4. Meeting rooms may not be used for entrepreneurial or commercial purposes, for the solicitation or development of business, for profit, or for fundraising, except for fundraising events sponsored by the Library's Friends or Foundation that benefit the Library.
5. 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 except with advance permission from the Library Director.
6. Meeting rooms may be used by political groups for meetings of an informational nature that are open to the public, such as public forums, debates, and group candidates' nights. Rooms may not be used for direct campaign activities for individual candidates.
7. Public use of meeting rooms must be subordinate to the need for a safe and appropriate environment for library patrons and staff. No meeting room use will be allowed that is likely to disturb library patrons in their customary use of library facilities, impede library staff in the performance of their duties, or endanger patrons, staff, or the library building or collections.
8. Priorities for meeting room use are as follows:
 - Library sponsored and co-sponsored programs, and those offered by organizations affiliated with the Library (Friends of the TCPL and TCPL Foundation)
 - City of Quincy-sponsored meetings or programs
 - Eligible non-profit community groups, civic groups and non-commercial organizations serving the needs of the Quincy community

9. The Library will allocate the use of its meeting rooms on an equitable basis, regardless of the beliefs or affiliations of an applicant organization. The Library does not endorse or advocate the viewpoints or activities of any group using its meeting rooms.

Availability of Facilities and Equipment

10. Library meeting rooms are available during regular library hours, except as noted below. Rooms are not available when the Library is closed to the public, except for City of Quincy-sponsored meetings.
11. All meetings should end no later than 15 minutes before the end of the Library's business day. Rooms should be clean and all meeting attendees should leave promptly before the building closes for the day.
12. Groups may request advance training on meeting room equipment prior to the scheduled event. Library staff is not available to assist with equipment during a meeting or event.
13. Groups must provide their own audio/visual equipment and cables except as noted below.
14. Groups are responsible for the repair or replacement of lost, stolen or damaged Library equipment.
15. Main Library Community Meeting Room
 - The meeting room is available for use Monday, Wednesday and Friday during regular library hours. No access to the building will be provided before the start of the Library's business day at 9:00 a.m.
 - In order to ensure equitable access for all eligible applicants, use of the meeting room will be limited to four times per calendar year per organization.
 - Groups using the meeting room may not use adjacent atrium space or kitchen without advance approval from the Library Director.
 - The meeting room capacity is 125 persons seated audience-style; there is a 20-person minimum required to reserve this room.
 - The large meeting room has the following equipment and furnishings available for use by groups:
 - Wifi Internet
 - LCD video projector and screen
 - Podium with microphone
 - Approximately 100 chairs and 12 6' tables
16. Adams Shore Branch Library Meeting Room
 - Use of the meeting room will be limited to 12 times per calendar year per organization.
 - The meeting room capacity is 75 persons seated audience-style; there is a 10-person minimum required to reserve this room.
 - The meeting room has the following equipment and furnishings available for use by groups:
 - Wifi Internet
 - Wall-mounted flat screen monitor with HDMI input
 - Podium

- Approximately 70 chairs and several tables of varying sizes

Scheduling and Reservation Procedure

17. Applicants shall use the Library's online booking system to check room availability and submit reservation requests. An application for use does not assure approval.
18. Reservation requests are considered in the order they are received and will be approved or disapproved by the Library at its sole discretion; Groups will receive a confirmation email once a reservation has been accepted.
19. Meeting room reservation requests may be made no more than three months and no less than one week in advance.
20. Changes or cancellations must be received at least three days in advance of the scheduled event. Groups that cancel without proper notice or fail to use a reserved meeting room may lose their room use privileges.
21. The Library reserves the right to cancel, reschedule, or transfer meeting room locations or dates that conflict with Library-sponsored programs and/or special events. In such cases, the Library will make every effort to give ample advance notice, and to schedule an alternate time for a previously confirmed outside event.
22. In case of an unscheduled Library closing due to building or weather conditions, or other special situations, the Library will make every effort to notify group contact persons using the contact information on file. Such groups may reschedule another meeting time based on room availability.

Publicity

23. In issuing posters, press releases, or other publicity, the Library phone number should not be listed for further information and the sponsoring group must be clearly identified.
24. The name, address, and/or phone number for the Library may not be used as the official address or headquarters of groups using Library meeting rooms.
25. Meeting room reservation information is a public record and subject to public notice. Contact information for individuals reserving rooms is required and will be visible on the Library calendar.
26. Groups must not imply Library endorsement or sponsorship of their program or organization in their publicity. The following language may be added to programs listed in the Library's online calendar: "This program has not been sponsored by the Thomas Crane Public Library".
27. Posters and flyers may be submitted in advance for posting on the Library's community bulletin boards.

Use of Meeting Rooms

28. The meeting facilitator must check in at a public service desk upon arrival for access to a meeting room.
29. Meeting room activities must begin and end at the times specified in the reservation.
30. Tables and chairs are available at each location. Groups are responsible for setting

- up, rearranging, and taking down tables and chairs. Nothing may be attached to the walls or ceiling.
31. 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.
 32. Food preparation is not allowed in the meeting rooms and only beverages and light refreshments may be served. Groups are responsible for cleaning up after use, and all beverage spills must be reported immediately to Library staff.
 33. Applicants must provide their own supplies and utensils and must remove all leftover food, beverages, and supplies immediately after a meeting.
 34. All City of Quincy ordinances, including the fire code, and Library policies, including posted room capacities, must be strictly observed. The Library reserves the right to limit attendance at programs when needed.
 35. 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.
 36. An appropriate number of adults (18 or older) must accompany and supervise groups of high school age and younger children.
 37. Meeting room activities must not interfere with or disturb Library staff or patrons. Music and other noise must be kept to a level acceptable to the Library.
 38. Smoking and alcoholic beverages are prohibited in meeting rooms and on Library grounds.

Liability and Responsibility

39. One person aged 18 or older must be responsible to the Library for the conduct of a non-Library meeting. Any organization using a meeting room must acknowledge the policies and regulations governing its use and assume responsibility for observing them.
40. The Library Director and the Board of Trustees reserve the right to determine, at their discretion, whether any proposed use of a meeting room will require a police detail or other extraordinary police presence. If it is deemed reasonably necessary, the group seeking to reserve the room shall be required to pay to the City in advance of the meeting the anticipated cost of such police protection.
41. The Library and the City of Quincy assume no responsibility for the loss, theft, or damage of any property of any group or individual using library facilities.
42. Any organization using a Library meeting room agrees to indemnify and hold harmless the Library and the City of Quincy, and their employees, officials and representatives, from any and all suits, actions, claims or demands arising out of or brought on account of any injuries or damages sustained by a person by a consequence or result of the use of a room, its furnishings, or its equipment.
43. The meeting room use privileges of any organization that fails to comply with this Policy and its regulations will be rescinded.
44. The Library Director shall have the final decision on any meeting room reservation request and reserves the right to review, accept or reject any and all requests for meeting room use, subject to appeal to the Board of Trustees.

45. 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,
December 11, 2017*

Related Policies

Appropriate Library Use

Freedom to Read Statement

Library Bill of Rights

Study Room Use