

# Thomas Crane Public Library

## Study and Conference Room Use Policy

### Policy Statement

The Thomas Crane Public Library makes small study and conference rooms available without charge to non-profit community groups and individuals for small group work or other tasks which may not be easily accomplished in other areas of the library.

### Regulations

#### *Eligibility for Room Use*

1. When study and conference rooms are not in use for Library-sponsored programs, non-profit community groups and individuals may use the rooms for educational, cultural and intellectual activities consistent with the Library's mission and goals.
2. Priority for use of the First Floor Mini-Conference Room will be given to teens between 2 and 6 p.m. on school days.
3. Study and conference rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation or development of business, for profit or for fundraising or for direct campaign activities for individual candidates or ballot measures. In permitting use of its rooms, the Library does not imply endorsement of the beliefs, policies, or activities of any group or individual.

#### *Scheduling and Reservation Procedure*

4. Reservations for rooms may be made by phone, online or in person. All reservations will be approved or disapproved by the Library at its sole discretion.
5. Room reservations may be made up to four weeks in advance. Individuals/groups may reserve a room up to two times in a week. Rooms may be reserved for up to two hours per day.
6. Reserved rooms will not be held more than 15 minutes past the time reserved, and may be assigned to the next applicant after that time.
7. Walk-in users may use the rooms if they are available, for a two-hour period beginning when they are signed in.
8. Individuals/groups may continue to occupy a room after their reserved time has elapsed if no one else has reserved the room, with the understanding that they must vacate the room if someone else requests it.
9. The Library may cancel a room reservation due to building conditions, weather conditions, or other special situations.

#### *Availability of Facilities and Equipment*

10. Rooms are available for use from opening until 15 minutes before closing time.
11. The following rooms are available:

Room	Seating Minimum/Maximum
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Main Library 1 <sup>st</sup> Floor Conference Room	2 / 12
Main Library 1st Floor Mini- Conference Room	2 / 6
Main Library 2d Floor Conference Room	2 / 8
Main Library 2nd Floor Media Room	1 / 3
Main Library Richardson Building Study Room Left	1 / 2
Main Library Richardson Building Study Room Right	1 / 2
North Quincy Mini-Conference Room	2 / 6

12. A variety of equipment may be available for use in a room, including whiteboards, video conferencing kits, and other technology equipment. Current information about available equipment will be posted on the Library website.

### ***Publicity***

13. In publicizing a meeting to be held in a Library 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.
14. Posters and flyers for non-Library meetings must be submitted in advance and may be posted on the Library's community bulletin boards, subject to the Bulletin Board and Materials Distribution Policy. The Library will not list non-Library sponsored meetings and events in its online or print event calendars.

### ***Use of Rooms***

15. Room users must check in at a public service desk upon arrival for access to a room, and will be required to provide positive identification.
16. Room must not be left unattended and must notify staff when finished.
17. Room activities must begin and end at the times specified in the reservation, except as stated above.
18. Tables and chairs are available at each location. No furniture may be removed from or brought into rooms.
19. No food or unlidded drinks are allowed in the study and conference rooms.

20. No materials may be affixed to walls or surfaces and lights must remain on. Rooms must be left clean, and in the same condition as found, with all trash and paper removed. Any individual/group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using rooms in the future.
21. All City of Quincy ordinances, including the fire code, and Library policies, including posted room capacities, must be strictly observed.
22. 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.
23. Children must be supervised at all times by a responsible adult or child aged 14 or older.
24. 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.
25. The Library telephone will be available for emergency use only. No messages will be taken for non-Library organizations or individuals.

### ***Liability and Responsibility***

26. The Library assumes no responsibility for lost, stolen or damaged items brought into a Library room.
27. Any individual or organization using a Library 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.
28. The room use privileges of any organization or individual that fails to comply with this Policy and its regulations will be rescinded.
29. The Library Director shall have the final decision on any room use application and reserves the right to review, accept or reject any and all reservations for room use, subject to appeal to the Board of Trustees.
30. Complaints about this Study and Conference Room Use Policy or about any programs or events held in Library 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; November 10, 2008; November 17, 2014; October 18, 2021*

### **Related Policies**

Appropriate Library Use

Bulletin Board & Materials Distribution

Freedom to Read Statement

Library Bill of Rights

Meeting Room Use