

Thomas Crane Public Library Community 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 to the public and open to all residents of Quincy, City of Quincy Departments, and Quincy based community organizations. Meeting rooms are made available as a public service and booking a room in no way constitutes an endorsement of the program or philosophy of the group or the individuals using the facilities.

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, nonprofit 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 (during, before, or after the event in the name of the event).
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; (during, before, or after the event in the name of the event); 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. In order to ensure equitable access for all eligible applicants, use of the meeting rooms will be limited to four times per calendar year per organization.

10. Meeting Rooms may not be used for programs which are already offered by paid library staff and interns, including but not limited to film programs, concerts, story times, book clubs, etc.

11. Programs may not be held in public areas to circumvent the meeting room policy. All programs must have a reservation and be in a meeting room.

Availability of Facilities and Equipment

12. 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.

13. All meetings should end no later than 30 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. Failure to leave room in acceptable condition may preclude future bookings.

14. Meeting rooms are available for set up 15 minutes before the start of the event, and must be cleaned and ready to be used within 15 minutes of the end of the event.

15. A variety of furnishings (e.g. chairs, tables) and equipment (e.g. whiteboards, screens, projectors, microphones) may be available for use in a meeting room. Current information about available furnishings and equipment will be posted on the Library website.

16. If use of meeting room equipment and technology has been requested, groups must schedule advance training prior to the scheduled event. Library staff are not available to assist with equipment during a meeting or event.

17. Groups are responsible for the repair or replacement of lost, stolen or damaged Library equipment.

18. Main Library Community Meeting Room

- The meeting room is available for use 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.
- 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 50 person minimum required to reserve this room.

19. *Adams Shore Branch Library Community Meeting Room*

- The meeting room capacity is 75 persons seated audience-style; there is a 20 person minimum required to reserve this room.

20. *North Quincy Branch Library Community Meeting Rooms*

Dinegan Room:

- The meeting room capacity is 50 persons seated audience-style; there is a 25 person minimum required to reserve this room.

Community Meeting Room:

- The meeting room capacity is 75 persons seated audience-style; there is a 35 person minimum required to reserve this room.

21. The Wollaston Branch Library does not have any community spaces available for reservation.

22. All federal, state, and local laws regarding public assemblies must be obeyed.

Scheduling and Reservation Procedure

23. 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. The applicant completing the application must be a resident of Quincy, over 18 years of age and be in attendance when the meeting room is in use. They shall be responsible for the conduct of the group, payment of bills and for protection of Library property in connection with the meeting. The Library shall be promptly reimbursed by the signing party for any expense or damage resulting from the use of the facility. A completed application indicates that the applicant has read, understood, and will abide by this policy.

24. 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.

25. Meeting room reservation requests may be made no more than three months and no less than one week in advance.

26. 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.

27. 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.

28. 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

29. In issuing posters, press releases, or other publicity, the Library phone number may not be listed for further information and the sponsoring group must be clearly identified.

30. 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.

31. Meeting room reservation information is a public record and subject to public notice. Contact information for individuals and organizations reserving rooms is required.

32. Groups may not imply Library endorsement or sponsorship of their program or organization in their publicity. The following language must be added to programs listed in the Library's online calendar: "This program has not been sponsored by the Thomas Crane Public Library".

33. Posters and flyers may be submitted in advance for posting on the Library's community bulletin boards.

34. Publicity will not be shared on the library website through library social media, library press releases, other bulletin boards, or through any other City or Library channel.

Use of Meeting Rooms

35. The meeting facilitator must check in at a public service desk upon arrival for access to a meeting room, unless other access arrangements have been made in advance.

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

37. 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 doors, walls or ceiling.

38. 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.

39. 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.
40. Applicants must provide their own supplies and utensils and must remove all leftover food, beverages, and supplies immediately after a meeting.
41. 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.
42. 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.
43. An appropriate number of adults (18 or older) must accompany and supervise groups of high school age and younger children.
44. 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.
45. Smoking and alcoholic beverages are prohibited in meeting rooms and on Library grounds.
- Liability and Responsibility
46. 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.
47. 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.
48. 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.
49. 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.
50. Meeting room use privileges of any organization that fails to comply with this Policy and its regulations will be rescinded.

51. Storage of personal property, equipment, and/or supplies is not permitted in the Library.

52. Accidents must be reported to Administration during the day or to the Acting Department Head after 5 pm, who will report the incident according to Library procedure.

53. 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.

54. 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.

Meeting Room Fees

Meeting Rooms are available for no charge to City of Quincy Departments.

All other users will follow the fee schedule:

- \$45 for up to four hours for non-profit groups
- \$90 for up to four hours for other groups or individuals
- \$20 for one hour of rehearsal time for scheduled programs, which must be scheduled at the time of application.

Payment

- Payment must be made the day of the event by check payable to the Thomas Crane Public Library.
- If an event is canceled with less than 48 hours' notice, the organization will be charged the reservation fee.
- The TCPL administrative office must be informed if the payer is not the same person as the contact person or designated person in charge for the event.

THE LIBRARY RESERVES THE RIGHT TO PROHIBIT THE USE OF THE ROOM BY ANY INDIVIDUAL, GROUP OR ORGANIZATION THAT DOES NOT COMPLY WITH THIS POLICY.

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; January 10, 2022; June 12, 2023.

Related Policies

Appropriate Library Use

Freedom to Read Statement

Library Bill of Rights

Study & Conference Room Use