

# **Marlborough Public Library Meeting Room Use Policy**

The Marlborough Public Library welcomes the use of its meeting rooms by community groups or associations for educational, informational, or cultural purposes. All meetings or events are to be of an educational, informational, or cultural nature and must be free and open to the public. Granting permission to use these rooms does not constitute an approval or endorsement of any organization by the Library, the Board of Library Trustees, or the City of Marlborough. The Library Trustees and Library Director reserve the right to disallow the use of a room for any purpose incompatible with the overall mission of the Library.

In accordance with the American Library Association's "Library Bill of Rights", the Library does not limit use of meeting rooms based on the subject matter or content matter of the meeting or the beliefs or affiliations of the meeting's sponsor, provided that the content is aligned with the Library's mission and of an educational, informational, or cultural nature

## **Room Use Priority:**

The first priority for use of the meeting rooms is to provide space for Library programs and events. Second priority will be given to city agencies, organizations directly affiliated with those agencies, and to non-profit groups. Other organizations may reserve the use of the meeting space as the schedule permits. Library space cannot be reserved for private functions.

## **Descriptions of Rooms:**

**The Grice Community Room:** This room seats 170. The room may be divided in half with Side A seating 80 and Side B seating 84. If one side of the room is reserved the other side may be booked by another entity. This room has access to a piano at additional cost and you must book the entire room. The room as a whole and each side has access to audio-visual equipment. Access to a kitchenette which includes a refrigerator and microwave is available upon request. The hours of use for eligible organizations for this room may extend beyond the hours of operation that the Library is open by application in advance with additional fees and approval by the Department of Public Works and the Library Director or their designee.

**Meeting Room 1:** This meeting room seats 12 conference room style and may be reserved for meetings, including those that involve discussion and audio-visual presentations.

**Meeting Room 2:** This meeting room seats 16 conference room style and may be reserved for meetings, including those that involve discussion and audio-visual presentations.

## **Publicity:**

The Library will not publicize non-library sponsored events. Organizations using Library meeting rooms for non-library sponsored meetings or events must clearly communicate that the Library is not a sponsor in their advertising and delivery. This must be done by advertising "Presented by [Organization Name]" and "held at Marlborough Public Library". Marlborough Public Library must not be listed as a host or sponsor on any flyers, social media posts, or other advertising.

## **Rules for Meeting Room Use:**

Requests for use of a meeting room are made by completing the *Application for Meeting Room Use* form online or on paper and submitting it to Library Administration no more than sixty (60) days in advance and no sooner than (7). A signature on the *Application for Meeting Room Use* form constitutes understanding and agreement with the following regulations.

1. The signatory on the application form must attend the meeting/program and assure that the meeting room rules are followed.
2. All programs held at the Library are free and open to the public.
3. Organizations requesting recurring meetings more than once per month must receive permission from the Library Director or their designee.
4. Organizations may book a room for up to four (4) hours. Additional time will be up to the discretion of the Library Director or their designee.
5. There will be absolutely no smoking on Library premises. The use of lit candles is also prohibited.
6. A business or commercial entity cannot sell or promote its products or services on the Library's premises.
7. Light refreshments may be served.
8. Organizations are responsible for leaving the room in a clean and neat condition. All trash must be disposed of properly.
9. Meetings or events booked by non-library organizations, must have an end time thirty (30) minutes before the library's closing time and rooms must be vacated fifteen (15) minutes before the library's closing time unless the organization has reserved the afterhours use of the Community Room (name tbd).
10. Organizations will have thirty (30) minutes before the start of their event for setting up the room.
11. Any expenses (damage, police attendance, etc.) are the full responsibility of the organization using the Library facilities. The Library and the City of Marlborough will not be held responsible for the loss or damage to personal property of group members while on the premises.
12. The Library reserves the right to revoke or refuse permission to use the meeting room. Factors include, but are not limited to, the possibility that a proposed meeting or event will be disruptive to library services and programs, impede library staff or patrons, or endanger the library building or collections. Falsifying

information on the meeting room use application will result in permission being revoked or refused.

13. The Board of Library Trustees and Library Director reserve the right to determine whether any proposed use of a room will require a police detail or other extraordinary police protection. In making this determination, the Library Trustees and Library Director may consider the contents of the *Application for Meeting Room Use* form and such other information as they may deem appropriate, and may consult with the Chief of Police. If the Library Trustees and Library Director determines that police protection will reasonably be necessary, the organizations seeking to reserve the room shall be required to pay the cost of such police protection.
14. All organizations, and their invitees or attendees using a Library meeting room must comply with these rules, the Behavior Policy of the Marlborough Public Library, direction from Library Staff, or City of Marlborough Police Department. Failure to comply may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room privileges.
15. Meeting rooms are subject to the restrictions set forth by the Commonwealth of Massachusetts' on the use of public buildings for political use. Elected officials can hold office hours and public forums at the library subject to these restrictions.

## **FEES FOR MEETING ROOM USE:**

For-profit/commercial organizations will be required to pay fees based on the following structure. There will be no charge for the use of the meeting rooms to City of Marlborough agencies or non-profit organizations.

### **THE GRICE COMMUNITY ROOM**

For-profit/Commercial Organizations:     \$50.00

### **THE GRICE COMMUNITY ROOM: DAVID ROOM (MAXIMUM CAPACITY OF 80):**

For-profit/Commercial Organizations:     \$25.00

### **THE GRICE COMMUNITY ROOM: MARION ROOM**

### **(MAXIMUM CAPACITY OF 84):**

For-profit/Commercial Organizations:     \$25.00

**MEETING ROOM 1: (MAXIMUM CAPACITY OF 12):**

For-profit/Commercial Organizations: \$10.00

**MEETING ROOM 2: (MAXIMUM CAPACITY OF 16)**

For-profit/Commercial Organizations: \$10.00

There will be an additional charge of \$25.00 for use of the piano and requires the booking of the entire Grice Community Room.

After hours use of The Grice Community Room requires an additional custodian fee of \$37.00 per hour (Monday – Saturday) - \$55.00 per hour (Sundays & Holidays). Scheduling is subject to approval by the Department of Public Works and the Library Director or their designee.

## Meeting Room Use Application

(Please complete and return this form to the attention of the Library Administration.)

Application Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Name (please print): \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Organization Type (circle one):      Non-Profit      For-Profit/Commercial

Reservation Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Room Requested: \_\_\_\_\_

Will you be serving food or drink: Yes \_\_\_\_\_ No \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

A/V Equipment needed? Yes \_\_\_\_\_ No \_\_\_\_\_

Special Requests:

Purpose of the Meeting:

Will you require use of the Community Room piano? Yes: \_\_\_\_ No: \_\_\_\_

☐ I have read and understand the Marlborough Public Library Meeting Room Use Policy

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please do not write below this line. Thank you.*

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Staff Accepting Application: \_\_\_\_\_ Date Received: \_\_\_\_\_

Notified by: \_\_\_\_\_