

LIBRARY MEETING ROOMS

STATEMENT OF POLICY

The Public Library of Brookline welcomes the use of its meeting rooms for public meetings of a civic, educational or cultural nature. **No meeting may be held for the profit of any organization or individual nor for any strictly social function (e.g. bridal shower).**

Use of the meeting rooms by an individual or an organization does not constitute or imply an endorsement of its beliefs, policies or programs by the library.

All meetings and programs **must be open to the public**, regardless of whether the attendee is a member of the organization. Groups renting the room may not reserve more than 10 seats in advance, and all other seating is available on a first-come/first served basis. All meetings, including contact information, will be posted on the Library's Web Calendar. The library reserves the right to publicize all meetings, but is not responsible for doing so. **No admission fee may be charged, nor any solicitation be made, articles or services offered for sale, nor any voluntary donations suggested.** It is permissible to place a collection "basket" to defray such costs as refreshments or handouts, if any are provided. However, it is important that no visitor to the library feel coerced into making a contribution of any kind or of joining any organization in order to attend the meeting. Any exception to this policy must be approved in advance by the Library Board of Trustees. **Any Brookline author, artist or musician, who is approved to use a meeting room for a "book launching" or equivalent event, will be allowed to make copies of their work available for sale inside the meeting room event.**

The Public Library of Brookline and the Town of Brookline assume no responsibility whatsoever for any property placed in the library in connection with sponsor's program, and the Public Library of Brookline and the Town of Brookline are hereby expressly released and discharged from any and all liability for any loss, injury or damage to sponsor's property or property of others which may be sustained during or by any reason of a program presented by sponsor on library's premises.

Sponsor agrees to save the Public Library of Brookline and the Town of Brookline, their agents, servants or employees harmless and to indemnify them for all loss, cost or damage on account or any and all injuries which may be sustained or property damage incurred or caused as a result of sponsor's program either by sponsor or the attending public.

The sponsor of any group meeting in the library shall be liable for any damage to library property, and shall promptly reimburse the library and the Town of Brookline for the cost of repair or replacement of any library (Town) property so damaged.

Individuals or groups using meeting rooms shall secure any necessary performance licenses and indemnify the library for any failure on their part to do so.

One hour of rehearsal time may be scheduled in conjunction with a scheduled program.

Use of the meeting rooms for library purposes will take precedence over all other reservations. The library reserves the right to transfer a group or organization to another area or to cancel a reservation, if necessary. If the library cancels a reservation, every effort will be made to provide as much advance notice as possible.

The library reserves the right to close the building in extremely bad weather or in unforeseen emergencies.

The Library Board of Trustees subscribes to the interpretation of the Library Bill of Rights for Meeting Rooms dated July 2, 1991.

RESERVATIONS

The following priorities will be observed:

1. Meetings which are sponsored or co-sponsored by the library.
2. Meetings held by a town department or official.
3. Meetings held by organized Brookline community organizations.
4. Meetings held by other local community organizations.
5. Meetings held by individuals.

Every effort will be made to honor all approved requests, however, the library reserves the right to reschedule based on the priority list.

Applications for meeting rooms may be placed online by following the directions on the Library's web site or in writing at least two weeks in advance. Meeting rooms may not be reserved more than six **(6) months in advance. No more than one meeting per month can be scheduled.** Advance notice of at least 24 hours must be given to the library of meeting cancellation. Library staff will confirm or reject booking requests by email and/or telephone within two working days.

The Contact Name listed on the Online Application must be an authorized representative of the organization who will assume responsibility for adhering to all requirements stated herein. If another person will be present and responsible during the event, that person's name must be given in the "Private Message to Calendar Editor" field. Applications for meetings by individuals under the age of 18 must be submitted by an adult sponsor who will assume responsibility for adhering to all requirements stated herein.

Meeting room bookings should include time to set up and clean up. No one will be allowed to set up and/or clean up while the room is still in use or reserved by another group.

Rehearsal time must be scheduled at the time of application.

The Library Board of Trustees reserves the right to review all applications for the use of the meeting rooms and will be responsible for deciding questionable cases and will provide interpretation of this policy and its enforcement.

PUBLICITY

The library **may not be used as the mailing address** for any group or organization. No individual or group shall imply library sponsorship or endorsement in its publicity.

The organization's telephone number **must be included** on the publicity for public informational queries. The library telephone number **may not be used** on behalf of individuals or groups using meeting rooms. In an emergency, the library will deliver a telephone message. In the Main Library, a public telephone is available on the first floor. In consideration of library patrons, no announcements will be made over the library's public address system regarding any program or meeting being held.

No literature may be distributed at a meeting without the permission of the Library Director.

Decorations, posters, etc. are **not to be affixed** to any part of the building (inside or out) without the express permission of the Director. Directional signs or posters may be displayed inside the building on the day of the event with permission from the Administrative Office, Officer of the Day or senior person on duty in the branches

RULES AND REGULATIONS

Person in charge must enforce all regulations.

The group must follow the instructions of the library or custodial staff at all times in regard to the safe and orderly operation of the library. If the group or an individual in attendance is not conducting himself/herself in an orderly manner, he/she may be asked to leave the premises.

Attendance must be limited to the capacity of the meeting rooms. Activities or assembly or meeting attendees must be restricted to the confines of the room reserved for the meeting. **Attendees will not be allowed to congregate outside the meeting rooms.** Attendees may not block exit or aisles.

All federal and state laws, local ordinances and rules of the police and fire departments regarding public assemblies must be strictly obeyed.

All meetings **must** end one half hour before closing. Meetings, that extend beyond this time are subject to overtime fees, in addition to room use fees. No meetings may be scheduled before the library opens or extend beyond the closing time without permission of the Library Director. A member of the custodial staff **must** be present when the library facilities are used after hours.

No smoking is permitted. Alcoholic beverages may **not** be served. Light refreshments may be served. All food, supplies and utensils must be provided by group and leftovers removed. The meeting space and kitchen must be left in an orderly and clean condition after such use. Spills or accidents requiring custodial attention must be reported immediately.

Furniture must not block exits. Furniture may only be moved by the custodial/administrative staff. **The pianos may not be moved from their positions.**

Use of the piano is not an automatic adjunct to meeting room use. If permission is given for its use, tuning is to be done at the organization's expense by the library's tuner.

FEES

No fees for libraries, school and town departments

\$25.00 for non-profit groups (proof to be given to Administrative Office)

\$50.00 for other groups or individuals

\$5.00 for **1 hr.** rehearsal time for scheduled programs

Additional fees for staff overtime (time and a half)

Piano tuned at organization's expense

Use of a room for more than 4 hours requires the payment of an additional booking fee, at least equal to the initial fee.

Fee schedule: - **Bring check made out to Town of Brookline the day of your event.**

THE LIBRARY RESERVES THE RIGHT TO PROHIBIT THE USE OF THE ROOM BY ANY INDIVIDUAL OR ORGANIZATION WHO ABUSES THE ABOVE REQUIREMENTS.

Voted by the Library Board of Trustees 14 February 1995

Amended by the Library Board of Trustees 9 October 2007