

## **LIBRARY MEETING ROOMS POLICY**

The Public Library of Brookline (PLB) welcomes the use of its meeting rooms for public meetings, programs, or events of a **civic, educational or cultural** nature.

**All meetings must be free and open to the general public during regularly scheduled library hours and must end half an hour (30 minutes) prior to closing.**

**No meeting may be held for the financial profit of any organization or individual or for any social function (e.g. bridal shower, birthday party, etc).**

### **FEES**

- No fees for programs sponsored by Brookline libraries, Brookline school and Brookline town departments
- \$45.00 for up to four hours for non-profit groups (proof in the form of a 501(c)3 or ST-2 certificate must be given to PLB Administrative Office at time of booking)
- \$90.00 for up to four hours for other groups or individuals
- Use of a room for more than four hours requires the payment of an additional fee of \$45.00 for non-profit groups; \$90.00 for other groups, individuals or organizations
- \$20.00 for 1 hour of rehearsal time for scheduled programs, which must be scheduled at time of application
- Piano must be tuned at organization's expense, using the library's tuner (Tony McKenna: 617-484-5600)

### **PAYMENT**

- Payment must be made in advance by check payable to the Town of Brookline, once email approval for the scheduled event has been received by the sponsor.
- No refunds will be made if an event is cancelled with less than 48 hours' notice.
- The PLB administrative office must be informed if the payer is not the same person as the contact person or person in charge for the event.

### **RESERVATIONS**

Room reservations will be accepted in the order of priority shown below. The library reserves the right to reschedule meetings based on these priorities:

1. Meetings that are sponsored or co-sponsored by the library
  2. Meetings held by a town department or official
  3. Meetings held by Brookline community organizations
  4. Meetings held by organizations from other local communities
  5. Meetings held by individuals
- Library staff will confirm or reject booking request by email within two working days of receipt of request.

- The Library Board of Trustees or its designee reserves the right to review all applications for the use of the meeting rooms and will be responsible for decisions in questionable cases, and will interpret and enforce this policy.
- Meeting rooms may not be reserved more than three (3) months in advance, and no more than one meeting per month may be scheduled for any individual, group, or organization and/or address.
- Notice of cancellation must be received at least 48 hours prior to the time of the planned event.
- Meeting room bookings should include time to set up and clean up. Set-up and/or clean-up may not occur while the room is in use or reserved by another group.
- 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 a different person will be present and responsible during the event, that person's name must be given in the "Private Message to Calendar Editor" field.
- Individual applicants for room use must be at least 18 years old.

### **RULES AND REGULATIONS**

- The Person in Charge (from the application form) must enforce all library room use regulations.
- Brookline authors, artists or musicians using the meeting room for a "book launching" or equivalent event may sell copies of their work.
- 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 by library staff.
- If the noise level in the meeting room disturbs patrons in other parts of the library, the Person in Charge will be asked to quiet the room or end the meeting.
- Attendance must be limited to the posted capacity of the meeting room.
- Activities or assembly of attendees must be restricted to the confines of the room reserved for the meeting, unless sponsored by the Brookline library or town departments.
- No smoking or alcoholic beverages are permitted.
- Light refreshments may be served. Hot food may not be served.
- All food, supplies and utensils must be provided by the group and all leftovers must be properly disposed of and/or removed.
- The meeting space and kitchen must be left in an orderly and clean condition.
- Spills or accidents requiring custodial attention must be reported immediately.
- Attendees, furniture and equipment must not block exits or aisles, and library furniture may be moved only by library staff.
- Use of pianos is not an automatic adjunct to meeting room use. If permission is given for their use, they may not be moved, and tuning is to be done at the organization's expense by the library's tuner.
- All federal, state and local laws regarding public assemblies must be obeyed.
- No signs may be posted on meeting room doors forbidding patrons to enter the rooms (for example, **Recording in Session**).

- The Public Library and the Town of Brookline assume no responsibility for any property placed in the library in connection with sponsor's program.
- 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 that may be sustained during or by any reason of a program presented by sponsor on library's premises.
- Sponsor agrees to hold the Public Library of Brookline and the Town of Brookline, their agents, servants or employees harmless and to indemnify them from all loss, cost or damage on account of any and all injuries that 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 responsible 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.

#### **PUBLICITY**

- The organization's telephone number and email address must be included on the publicity for public queries.
- Directional signs or posters may be displayed inside the building on the day of the event with permission from the PLB Administrative Office, Officer of the Day or senior person on duty in the branches.
- The library may not be used as the mailing address for any individual, group or organization.
- No publicity by any individual, group, or organization shall imply library sponsorship or endorsement.
- The library telephone number or email address may not be used on behalf of individuals, groups or organizations using meeting rooms.
- No announcements will be made over the library's public address system regarding any non-library-sponsored program or meeting.
- Decorations, posters, etc. may not be affixed to any part of the building (inside or out) without the express permission of the Director or his designee.

#### **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.**

Voted by the Library Board of Trustees 14 February 1995

Amended by the Library Board of Trustees 9 October 2007

Amended Interim Policy by the Library Board of Trustees 10 December 2014

Amended by the Board of Library Trustees 10 November 2015