

## **TOPSFIELD TOWN LIBRARY**

### **MEETING ROOM USE PROCEDURES AND POLICY**

The Library Director grants permission to use the meeting room at the Topsfield Town Library to groups after fulfilling the requirements listed in this document. These requirements include the following:

- Groups understand all safety and security responsibilities that are associated with using the library facility.
- The group must be non-profit
- No solicitation is allowed
- The group must serve the Topsfield area
- Adult sponsors must be present for youth and children's groups
- A meeting room use form has been completed and approved by the library director.
- Reservations must be made at least seven (7) days in advance

Permission will be denied to any group or individual for any meeting whose purpose is illegal or potentially hazardous; whose conduct would interfere with the proper functioning of the library; or when satisfactory adult sponsorship is not provided.

Library functions have priority in the use of the meeting room. These functions include meetings of the library trustees, library sponsored children's story hours, adult programs, Friends of the Library board meetings, other Friends' events, and art exhibits.

Use of the meeting room will be allowed only during normal library hours. After-hour use is approved by the Director and/or Board of Trustees after meeting all the requirements and filling the appropriate forms of the Library Facility After-Hours Permission Policy, completed at least seven (7) days in advance. The Director will review need and the time the facility will be used to make any special arrangements necessary, if approval has been given. The Director only allows entering and exiting the library facility with the appropriate key and security pass envelope. Obtaining the entry envelope is the responsibility of the approved group.

Use of the meeting room does not constitute endorsement by the library of points of view expressed by participants. No advertisement or announcement implying such endorsement will be permitted.

The Trustees and Director have the authority to deny the use of the library facilities to any individual or group that fails to comply with the intent of this policy.

### **APPLICATION TO USE MEETING ROOM**

Application forms are available at the library. A representative of the organization requesting use of the meeting room must sign the application, assuming responsibility for:

- Being trained by the Director on safe entrance and exiting of the library facility.
- Taking the responsibility of picking up the entry-envelope the day of the event and returning immediately after the event. (We require dropping the secured entry-envelope with all its components in the library book drop as you leave the facility.

- Room set-up, equipment, arrangement of chairs, and tables
- Proper use of the room
- Clean-up of the room, returning chairs, tables and equipment to storage area

The purpose, date, and time of the meeting, and the number of persons attending, must be explicitly stated. Reservations must be made through the Director at least seven (7) days prior to use.

## CONDUCT IN THE MEETING ROOM

All persons using the meeting room are responsible for the set-up, reasonable care and clean-up of the rooms, and agree to pay for any damage or loss once the cost of repair has been established by the Director.

An appropriate number of adult sponsors (one adult for every 10-15 children) must accompany groups of children of high school age and younger.

## RESTRICTIONS

- The name and/or address of the library may not be used as the official address of any group using the meeting room.
- The library is not to be used for storage of group materials.
- State law prohibits smoking or the use of alcohol in public buildings.
- Maximum capacity of the meeting room is 80 persons.
- Refreshments may be served. The library request that all food be confined to the meeting room only.
- The library is not responsible for lost, stolen, or damaged personal items.
- The library staff has the right to reschedule events that conflict with library-sponsored programs or special events.
- In case of an unscheduled library closing, groups may reschedule another meeting time.