

## **MEETING ROOM POLICY**

### **Library Bill of Rights:**

As an institution of education for democratic living, the library welcomes the use of its meeting rooms for socially useful and cultural activities and the discussion of current public questions. Such meeting places are available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members provided that the meetings be open to the public and comply with the following guidelines. Any group seeking to use a meeting room must provide a sponsor who resides in Westford, Massachusetts and signs the reservation form attached below. In allocating the use of meeting rooms, the Board of Trustees and library staff shall not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily prohibited basis. However, the provision of meeting room space is not the primary mission of the library, and must always be subordinate to the paramount need to provide a safe, peaceful, and respectful environment in which to read and study. No use of meeting rooms 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 the library building or collection. Meeting rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation or development of business, or for profit. Fund raising will be limited to the Friends of the J. V. Fletcher Library, Inc. and library purposes. The use of the Library meeting room facilities will be limited to non-profit organizations, Town Boards, and Town Committees under the guidelines of the Library Bill of Rights. Meeting Rooms will be booked with preference given to Library and Friends of the J. V. Fletcher Library programs. Any group wishing to make use of the facilities of the J. V. Fletcher Library must receive the approval of the Board of Trustees through their designee, the Library Director. Exceptions to this policy may be made at the discretion of the Board of Library Trustees as it deems in the best interest of the library and the community.

It is the basic policy of the Board of Library Trustees that a scheduled employee of the Library will be in the building when the public is in attendance and will be responsible for securing the facility when the public has left. Meeting Rooms will not be scheduled for use on Sundays, or on other days when the library has announced closings.

### **The Library provides the following Meeting Spaces and Times (effective 7/1/2003):**

1. A Ground Level Meeting Room, seating up to 65 people, available Monday 1:00 PM through 10:30PM; Tuesday through Thursday 10:00AM until 10:30PM; Fridays 1:00PM – 5:00PM and Saturdays 10:00AM – 5:00PM. (The Board of Selectmen will be accommodated beyond 11:00PM on Tuesday evenings upon request).
2. The Mary Atwood Lecture Hall, seating up to 60 people, available Monday 1:00 PM through 10:30PM; Tuesday through Thursday 10:00AM until 10:30PM; Fridays 1:00PM – 5:00PM and Saturdays 10:00AM – 5:00PM. (The Board of Selectmen will be accommodated beyond 11:00PM on Tuesday evenings upon request).

### **Booking Meeting Spaces at the Library:**

1. Room reservation assumes the availability of a scheduled library employee to monitor use and remain present in the building. Meeting Room reservations for recurring meetings may be booked for the months of September through June beginning on July 1<sup>st</sup>, with July and August bookings available on a call-in basis. Beginning December 1<sup>st</sup>, groups may schedule alternate times/dates for the period of January through June. Individual room reservations may be made up to 3 months in advance during the calendar year.

2. No Room Reservations will be scheduled prior to the library's opening hour of service, except with the permission of the Director; buffer time between meetings will be scheduled to allow room set-up and breakdown and a smooth transition between groups.
3. Rooms will be assigned by Staff on "First Come, First Served Basis"; groups may be relocated to the room most suitable for the group's size and function.
4. Group Contacts will be notified of a failure to comply with the Meeting Room Policy. After the second failure to comply with Meeting Room Policy, the group will no longer be permitted to use the Fletcher Library meeting rooms.

**Audio-Visual Equipment and Kitchen Facilities:**

1. Library-owned audio-visual (AV) equipment is available for use; check with Library Personnel in advance for availability.
2. The Library will not store or be responsible for AV or other equipment belonging to groups using the facility, except with permission of the Director or the Assistant Director.
3. The Library will provide a coffeepot, but cups, utensils, cream, sugar, or other equipment and supplies will be the responsibility of the group.
4. There will be no cooking or food preparation on site; dishwashing facilities are not available.
5. Serving of refreshments in the Mary Atwood Hall will be allowed only with the express permission of the Director or Assistant Director, and will oblige the group to collect, bag and remove trash and to vacuum the space, so as to prevent damage to the historical and archival holdings in this area.

**It will be the responsibility of the Group engaging the Meeting Space to:**

1. Set up chairs, tables and equipment that may be needed and put away same at the conclusion of the meeting, leaving rooms as found.
2. Clean the kitchen facilities thoroughly if used; bag all trash.
3. Uphold the Library policy of *ABSOLUTELY NO SMOKING WITHIN THE BUILDING*.
4. Abide by the hours established by the Trustees and abide by the instructions of library personnel on site.

VOTED AND APPROVED 8/2/88; REVISED AND VOTED 9/4/90; 7/12/99, 4/2/01, 9/9/02, 6/2/03, 6/30/03, 1/3/05, 10/6/08.

# FAX signed FORM to library at: 978-692-4418

## J. V. FLETCHER LIBRARY MEETING ROOM

**NOTE:** No room reservation is complete until a completed, signed ORIGINAL of this form is actually received by library staff. Please make a copy of this form for your files before submitting it, and confirm with the staff that your reservation has been booked.

**1. Name of Organization.** The full name of the organization which seeks to use a meeting room is:

\_\_\_\_\_

**2. Address of Organization.** The organization has a principal place of business at the following address:

\_\_\_\_\_

Telephone No.: \_\_\_\_\_ email \_\_\_\_\_

**3. Local Sponsor.** The following resident of Westford, Massachusetts, who has signed below as "Sponsor", affirms that the use of the meeting room has a civic, educational, philanthropic, or recreational purpose with a substantial value to the community:

By: \_\_\_\_\_ Name: \_\_\_\_\_  
(Sponsor's Signature) (Print name)

Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Westford, MA 01886

**4. Contact Person.** In case the library staff need to contact the organization (for example, to cancel the meeting because of snow or flood), the following person should be called, and it will be his or her responsibility to notify all group members of any cancellation or other change concerning the meeting:

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
(Print Name)

Address: \_\_\_\_\_ email: \_\_\_\_\_

Note: the contact person need not be the same person identified in ¶ 3, above, as the Sponsor.

**5. Type of Organization.** The organization is the following (check one and fill in any applicable blanks):

\_\_\_\_\_ a non-profit corporation incorporated in the state of \_\_\_\_\_  
\_\_\_\_\_ an unincorporated association  
\_\_\_\_\_ other (please describe: \_\_\_\_\_)

**6. Past Meetings.** The following is a complete list of the locations where the organization has held meetings during the past two (2) years:

<u>Name of Facility</u>	<u>Date</u>	<u>Address</u>	<u>Telephone No.</u>
_____	_____	_____	_____
_____	_____	_____	_____

Attach additional sheets if necessary.

**7. Date and Time of Booking.** The organization desires to reserve a meeting room for the following time(s) and date(s) and estimates the number of people who will attend the meeting as follows:

Date \_\_\_\_\_ Meeting Room \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Title of Program: \_\_\_\_\_ Size of Meeting \_\_\_\_\_

Date \_\_\_\_\_ Meeting Room \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Title of Program: \_\_\_\_\_ Size of Meeting \_\_\_\_\_

Multiple Bookings are being made for the following Dates:

\_\_\_\_\_

Attach additional sheets if necessary.

**8. Indemnification.** The undersigned organization hereby agrees to hold the Board of Library Trustees, and the Town of Westford, and all library staff, harmless from and to indemnify them against all costs, damages, losses, claims, and expenses incurred, directly or indirectly, as a result of such organization's use of a meeting room. Such

costs, damages, losses, claims, and expenses shall include, without limitation, any damage to the meeting room or any other part of the library building, grounds or collection; the cost of employee overtime, if occasioned by the use of the meeting room; the cost of police protection, if deemed necessary by the Board of Library Trustees; and any claim asserted by any third person against the Board of Library Trustees, the Town of Westford, and/or any library staff on account of any alleged injury causally related to the meeting, together with defense costs including reasonable attorneys' fees.

**9. Release.** In consideration of the use of the meeting room, the undersigned organization, for itself and each and all of its members, hereby releases, remises and waives any and all claims which they, or any of them, ever will or may have against the Board of Library Trustees, the Town of Westford and/or the library staff for any injury to persons or damage to property suffered by such group or any of its members during or as a result of the use of the meeting room, except insofar as such injury or damage is directly and solely caused by the negligence or intentional misconduct of any person belonging to or acting on behalf of the Board of Library Trustees, the town government of the Town of Westford or the library staff.

**10. Meeting Room Policy.** The undersigned, on behalf of the organization, acknowledge(s) receipt of a copy of the Meeting Room policy of the Board of Library Trustees of the J. V. Fletcher Library and agree(s) to abide thereby.

Witness our hands and seals as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Name of organization)

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Print name)

Title: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Meeting Space: Check One

<u>Meeting Room</u>	<u>Mary Atwood Hall</u>
65 spaces (187 building code)	60 spaces (68 building code)

*Rooms will be assigned by Staff on an "As Available Basis"; groups may be relocated to the room most suitable for the group's size and function.*

AV or other equipment needed:

Please: NO SMOKING. Also please dismantle the room and clean the kitchen area after use.  
Thank you.

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

Staff: \_\_\_\_\_

**GROUPS USING THE MEETING ROOM ARE RESPONSIBLE FOR:**

- **ADHERENCE TO:** Library Opening And Closing Hours And Instructions Of Staff On Site
- **SET-UP AND BREAK-DOWN:** Of All Chairs, Tables And Equipment
- **CLEAN-UP:** Bagging Trash, Vacuuming After Craft Sessions Or When Food Is Served, Cleaning The Kitchen
- **NO SMOKING**
- **NOTIFYING THE LIBRARY:** Of Cancellations And Changes In Schedule

**THE LIBRARY RESERVES THE RIGHT TO PROVIDE ALTERNATIVE SPACE  
WITHIN THE FACILITY**

**§**

**TWO INFRACTIONS WILL RESULT IN LOSS OF ROOM USE PRIVILEGES**