

## **East Longmeadow Public Library Meeting Room Policy, Guidelines and Application**

The East Longmeadow Public Library's meeting rooms are used primarily for library programs, but may be used by municipal/civic groups engaged in educational, cultural, intellectual, or civic activities and presentations, subject to availability. Additionally, enterprises providing services or information to the public at no charge may use the meeting rooms subject to approval by the Library Director. The meeting room facilities shall be made available to such groups on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use. Such use of the rooms must be free and open to the public. The library meeting rooms may not be used for political campaigns, religious services, or fundraisers, except for those fundraisers sponsored by the Friends of the East Longmeadow Public Library. Notwithstanding the meeting room policy and guidelines, the Board of Library Trustees reserves the right to alter and amend this policy and to restrict the use of the library facility, as it deems appropriate.

The meeting rooms will be scheduled according to the following priorities:

1. Library related meetings or programs (e.g., Board of Library Trustees, staff, Friends of ELPL, etc.).
2. Municipal or civic meetings or programs (e.g., Board of Selectmen, Appropriations Committee, MIS Committee, Women's Community Club, E.L. Garden Club, Jaycees, Lions' Club, Chamber of Commerce, State representatives, scouting programs, Weavers Guild, etc.).
3. Other local non-commercial groups or private enterprises offering services or information at no charge.

Once a meeting room has been scheduled, a group of higher priority level may not override another group's scheduled use of the room.

Meeting rooms available for use are:

1. Community Room
  - a. Seats 75 people (seated audience style)
  - b. Format: Open space for various seating arrangements; kitchenette for preparation of light refreshments
2. Conference Room
  - c. Seats 12 people
  - d. Format: Conference table and chairs (not removable)

Available times for meeting rooms are:

1. During regular library hours: Monday – Wednesday, 9:30 a.m. – 8 p.m.; Thursday – Friday, 9:30 a.m. – 5 p.m. and Saturday, 9:30 a.m. – 4 p.m.
  - a. The library is closed Saturdays from June through Labor Day, Sundays, and on state/federal holidays.
2. Beginning during regular library hours and extending beyond the library's closing time by pre-arranged scheduling through the Library Director's office at least one (1) week prior to the requested date/time (excluding Sundays and state/federal holidays).
  - a. The group reserving the room must designate a person who will make the reservation and be present while the group is utilizing the space.

- b. The designated person must obtain a security code from the Library Director (or designee) prior to the start of the meeting and must ensure that all people have completely vacated the building (including the public restrooms) before setting the building security alarm.

Guidelines:

1. Meeting rooms are not available for use when the library is closed due to inclement weather or other emergency conditions.
2. No admission may be charged, contributions solicited, tickets sold, or money-making functions held, except for library-related events authorized by the Library Trustees.
3. Meeting rooms may be booked up to three (3) months in advance of the meeting date, but not earlier in order to allow flexibility in the arrangement of library programs. (The limit refers to all bookings, including single and multiple bookings).
4. No more than four (4) reservations per calendar year may be made in advance by any one group.
5. A group may meet more than four (4) times per calendar year provided it re-applies on a monthly basis and submits another notarized application after its fourth consecutive meeting.
6. Meeting room reservations must be made by written application, notarized, and submitted to the Library Director (or the Director's designee) at least one (1) week in advance of the requested meeting date. Please note that government agencies are exempt from having to submit a notarized application.
7. When appropriate advance application may not be possible, as in the case of emergency or call meetings, the use of the meeting rooms may be approved at the discretion of the Library Director (or designee).
8. Applications must be submitted by a person who will be in attendance at the meeting, and designated by the requesting group as the person held responsible for the conduct of the meeting, adherence to all regulations (including town bylaws), and any resultant damages to library property.
9. The fact that a group is permitted to use a library meeting room does not constitute an endorsement by the library of the group's policies or beliefs. All publicity, such as advertisements, announcements, press releases, flyers, etc., relating to non-library sponsored meetings must state the following:
  - a. The meeting/event is not sponsored by the East Longmeadow Public Library;
  - b. The meeting/event does not constitute endorsement by the Board of Library Trustees and/or library staff of the groups beliefs, policies or programs.
10. Activities for minors (age 17 and under) must be supervised at a ratio of one responsible adult per fifteen (15) minors.
11. The library is a smoke-free and alcohol-free facility.
12. Groups (or individuals) using the meeting rooms are responsible for:
  - a. Setting up chairs, tables and equipment, as needed;
  - b. Reporting to a library staff member any apparent room or equipment damage prior to using the room in order to avoid being held responsible for the damage;
  - c. Returning chairs, tables, and equipment to their original arrangement/placement, leaving the room as it was found;
  - d. Cleaning up all trash and food from the room/kitchenette and placing in appropriate containers;
  - e. Notifying the library of any cancellations or changes in the group's schedule at least 24 hours prior to the scheduled meeting time;
  - f. Ensuring that the meeting room door (exiting the building) is locked upon leaving

the meeting room after library hours.

13. The library is not responsible for damage to, or loss of, equipment, supplies, displays or display materials, or other items left behind or unattended either before, during or after an event.

14. The Board of Library Trustees reserves the right to revoke the privilege of an organization for any future use of the library meeting rooms when it has been determined that there has been either a

misrepresentation by the organization as to its stated purpose of a given meeting, or for noncompliance of these rules and regulations.

The "Meeting Room Policy, Guidelines, and Application" is subject to review and change by the Board of Library Trustees.

Approved by the board of Library Trustees, July, 2004; Revised, October, 2005; Revised, February, 2007

#### Release of All Claims

I, \_\_\_\_\_, being the authorized representative of  
(Name of individual executing this release)

\_\_\_\_\_, the membership of which has, in consideration of said organization and its members and invitees, being allowed to participate in the use of the East Longmeadow Library meeting rooms and facilities and the programs offered or sponsored by the Town of East Longmeadow and the East Longmeadow Library and Board of Trustees do hereby forever release, acquit, discharge and covenant to hold harmless the said East Longmeadow Library Board of Trustees and the Town of East Longmeadow and their employees, of and from any and all debts, demands, actions, causes of actions, suits, claims, and damages on account of or in any way growing out of, directly or indirectly, all known and unknown personal injuries or property damage which the organization and its members and invitees may now or hereafter have resulting from the use by said organization its members and invitees of the East Longmeadow library and parking area and any activities and programs offered therein.

In addition, the organization shall indemnify and defend the East Longmeadow Library Trustees and the Town of East Longmeadow and their employees from the claims made by any of its members and/or its invitees related to the use of the East Longmeadow library and parking area or its activities and/or programs.

Executed as a sealed instrument this \_\_\_\_\_ day of \_\_\_\_\_ 2008, on behalf of the

\_\_\_\_\_ by the undersigned, its duly authorized representative.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant

Commonwealth of Massachusetts  
Hampden, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_ 2008, before me, the undersigned notary public, personally appeared \_\_\_\_\_, proved to me through satisfactory evidence of evidence of identification, which was \_\_\_\_\_, to be the person(s) whose name is/are signed on the proceeding or attached documents, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose as \_\_\_\_\_ of \_\_\_\_\_.

Notary Public:

\_\_\_\_\_  
Name

My Commission Expires: \_\_\_\_\_