

Tewksbury Public Library Policy USE OF LIBRARY MEETING ROOMS

PURPOSE

The Board of Library Trustees of the Tewksbury Public Library welcomes the cultural, educational, and civic use of the library's meeting rooms within the guidelines of this policy. Meeting rooms that can be reserved include: the first floor Meeting Room and the second floor Trustees' Conference Room. No other library spaces are available for public meetings. For the purposes of speech in the meeting rooms, library meeting rooms are limited public forums, meaning that some speech is limited (time, place and manner), as noted below. The library staff, Board of Library Trustees and Town of Tewksbury do not endorse the viewpoints presented by organizers or those of the public who attend the meeting.

Please note: First priority in the use of the library meeting rooms will always be given to library-sponsored and co-sponsored classes and events. Room reservations are subject to cancellation with one week's notice if the room is needed for library use.

POLICY:

1. Library meeting rooms are available free of charge on a first-come, first-served basis for the following groups:
 - a. Educational, cultural, civic, political, or religious, with exceptions noted below
 - b. Agencies, committees and/or officials of the town, state and federal government acting in their official capacities.
2. Library meeting rooms are NOT available to groups/individuals for:
 - a. Regular meetings of clubs, groups or organizations.
 - b. Private or commercial functions or meetings
 - c. Promotion or sale of services, except for those that are sponsored by or through the Friends of the Tewksbury Public Library, a non-profit dedicated to fundraising and support of the library
 - d. Fundraising purposes; except for those that are sponsored by or through the Friends of the Tewksbury Public Library, a non-profit dedicated to fundraising and support of the library
 - e. Religious services
 - f. Partisan political meetings or rallies
 - g. Individuals or organizations espousing any unlawful action
3. Meeting room reservations can be made by a Tewksbury resident or on behalf of an organization located in Tewksbury or providing services to Tewksbury residents no more than three months in advance and no more often than quarterly.
4. All meeting room use must be open to the general public.
5. The library will schedule only those meetings which will not disturb other Library activities or patrons. Library administration and Trustees reserve the right to deny use

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- of meeting rooms for purposes deemed to be disruptive to library operations, including, but not limited to meetings that spill out of the meeting room, or contain loud speech or music.
6. Library administration reserves the right to assign an organization to a specific meeting room. Attendance is limited by meeting room seating capacity. The applicant shall be responsible for adhering to capacity limitations.
 - a. The first-floor meeting room can hold up to 100 people.
 - b. The second-floor Trustees Room can hold up to 10 people.
 7. Meeting room use will not be included on the library event calendar. The applicant using the room is responsible for notifying the public of the use.
 8. Except as a designation of location, the name and contact information of the library may not be used in any publicity for a meeting.
 9. Candles and other open flames are prohibited.
 10. Alcoholic beverages, unlawful controlled substances and smoking and vaping are prohibited in the building and on library grounds.
 11. Meeting rooms are available only during the library's scheduled hours of operation.
 - a. No access is allowed into the building prior to or after the library's scheduled hours of operation, except for governmental agencies when requested in advance.
 - b. Meetings must end at least 15 minutes prior to closing to allow participants time to gather their belongings and for library personnel to secure the facility.
 12. Meeting room use may be denied to anyone falsifying a meeting room request or failing to comply with this policy. Library Administration and the Board of Library Trustees reserve the right to refuse the use of meeting rooms to any organization, group or individual who has abused this policy and guidelines.
 13. The Tewksbury Public Library, the Board of Library Trustees and the Town of Tewksbury disclaim any liability for injury to persons or loss of property of the applicant or attendees while using the library meeting rooms.
 14. Meeting room reservations can be made by completing a Request for Use of Meeting Rooms form. This form is available on the library's website or via email or postal mail by calling the library's administrative offices at 978-640-4490.
 - a. The library does not provide audiovisual equipment for the meeting rooms.
 - b. Room arrangement requests must be made at the time of the reservation. Any furniture moved by the group must be returned to its original arrangement.

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- c. Permission to use the kitchen facilities must be obtained in advance.
15. Refreshments are allowed in the meeting rooms.
- a. If food is to be delivered by a catering company, the applicant is responsible for taking delivery of, and for arranging pick up of, catering supplies.
 - b. The library does not provide paper goods or refreshments.
 - c. The applicant is responsible for ensuring that all trash is placed in the trash barrels and all food is removed or properly disposed of.
 - d. If a spill happens, please notify the library immediately.
16. Parking space is limited.
- a. Meeting attendees must park in marked spaces in the library parking lot.
 - b. **For meetings with 40 or more anticipated attendees**, special parking arrangements must be requested at least two weeks in advance, so that alternative parking arrangements can be made.
 - c. Hospital Drive is State owned property. Vehicles parked along it are subject to ticketing and towing.
17. Groups/Individuals using library meeting rooms shall be held responsible for damages to facilities. Library administration may require groups to provide certificate of liability insurance.
18. All persons using the library's meeting room must comply with the Board of Library Trustee Behavior Policy, available on the library's website, or by request.
- a. The applicant will be held responsible for the orderly conduct of the group and for any loss of, or damage to, library property.
19. The applicant shall be responsible for the cost of any additional services deemed necessary by the library administration.
20. Library administration reserves the right to charge an additional fee for meetings that have not adjourned by library closing. Costs will be based upon the current average overtime rate of a librarian supervisor for a minimum of one hour. Additional hours will be added as needed.
21. In case of inclement weather, or any other unexpected changes to the library's hours of operation, library personnel will attempt to contact the applicant to cancel or reschedule. If concerned, please contact the library by calling 978-640-4490.
22. Library Personnel will deliver phone message for meeting attendees only in the case of an emergency.

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