

Section 6: Meeting Room Use

6.0 Meeting Rooms Use Procedure and Policy. The Library recognizes that community sponsored programs are consistent with many of the goals of the library and encourages public use of the facility.

6.1 Programs and Special Events.

If a program includes refreshments, the following policies apply.

- Food and/or drink are allowed only in the Meeting Room, lobby area, and the Children's Program Room.
- Children are not allowed to eat candy or to chew gum in the Library.
- Patrons serving refreshments must clean up the area and dispose of their trash off-premises.
- No alcoholic beverages are allowed in the Library or on the building premises.
- No smoking is allowed in the Library or on the building premises.

6.2 Eligibility of Users. In general the Library's policy permits use of the Library building facilities by: community organizations including cultural, literary and artistic groups; school, service and social welfare organizations; clubs and organizations concerned with civic improvement; governmental meetings; and local businesses or industries sponsoring informational or educational meetings.

The Library Director may grant permission to use the meeting rooms at the Rowley Public Library to groups fulfilling the requirements listed in this document. These requirements include but are not limited to the following:

- The groups must be non-profit.
- No solicitation is allowed.
- The group must serve the Rowley area.
- Adult sponsors must be present for youth and children's groups.

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.

Examples of ineligible uses include:

- Purely commercial use of the facilities. The sale of products or services is not allowed unless in conjunction with a library fundraising event.
- Use by groups that were responsible for damage to Library property or which have disregarded Library rules during previous uses of the facilities.

Meetings generally will be scheduled during regular library hours unless special arrangements are made for the opening and closing of the library. Prior arrangements must be requested of and granted by the Library Director for use of the library facility lasting beyond regular library hours or for use of the Meeting Room when the main library is closed.

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. Organizations may not use the name or address of the Library as their official address.

Individuals coordinating meetings normally are allowed access to meeting rooms up to one-half hour before the meeting is scheduled to begin. Arrangements for longer set-up time sometimes can be arranged.

The Trustees and Director have the authority to deny the use of library facilities to any individuals or groups that fail to comply with the intent of this policy.

6.3 Library Meeting Rooms Capacity. At no time should attendance at a meeting or event exceed the safety capacity numbers. If additional seating is needed for a meeting or event, ask at the Circulation Desk for information on obtaining additional chairs.

6.3.1 Meeting Room. The library owns 75 chairs and ten tables with seating for six each, which can be configured multiple ways. An 80 inch wall-mounted television is available for display. Connections available are HDMI, VGA, and RCA. There is a pull down screen and an easel. A small kitchen is adjacent to the room and can be used for serving light refreshments.

Safety Capacity:

- Building safety capacity is 75 people when chairs are in use.
- When tables and chairs are in use, capacity is set at 55 people.
- Capacity is considered to be 119 when no chairs are used.

6.3.2 Salt Marsh Room. There is one table and eight chairs in this room. A white board is mounted on the wall at one end.

Safety Capacity: 11 people

6.3.3 River Room 2. There is one table and three chairs in this room.

Safety Capacity: 6 people

6.4 Guidelines for Regularly Scheduled or Frequent Users. Organizations normally are limited to twelve meeting room uses during a calendar year to allow broad public access to meeting room space. Exceptions may be granted by the Library Director.

6.5 Priority of Library Activities. Library functions have priority in the use of the meeting rooms. These functions include meetings of the Library Trustees, Library-sponsored Children's Story Hours or programs, adult programs, Friends of the Library Board Meetings, other Friends events, and art exhibits.

5.6 Reservations for Use. Reservation Forms are available at the library circulation desk or can be downloaded from the web site at <http://www.rowleylibrary.org/about-the-rowley-public-library/facilities-use/>. A tentative booking may be made by telephone; however, a booking is not official until the library receives the signed Reservation Form from an individual of the group intending to use the meeting space.

A representative of the organization requesting use of the meeting room must sign the Reservation Form, be in attendance at the meeting, and assume responsibility for:

- Room set-up, arrangement of chairs, tables, and equipment in meeting space.
- Proper use of the room.
- Cleanup of the room and returning chairs, tables and equipment to storage area or to the condition in which they found it.
- Personal items. The library is not responsible for lost, damaged, or stolen personal items.

5.7 Conduct in the Meeting Rooms. Appropriate library behavior is expected in all meeting rooms. All persons using the meeting rooms are responsible for the setup, reasonable care and cleanup of the rooms, and payment for any damage. Groups using the facilities may not attach anything to the walls or furnishings of the library.

5.8 Cancelations and Rescheduling. If a meeting is canceled for any reason the Library must be notified by telephone or email. If an organization does not show up for a meeting and has not canceled the Library will attempt to notify them to confirm the cancelation.

In case of an unscheduled library closing, groups may reschedule another meeting time. The Library Staff have the right to reschedule events that conflict with library-sponsored programs or special events. The decision to reschedule or reassign can be made by the Library Director and she/he will resolve any conflicts or questions regarding reservations.