

## Meeting Room Policy and Application

Purpose: The Fitchburg Public Library's mission is to provide materials and exceptional service to all people in their quest for information, recreation, research, and life-long learning. When not in use for Library programs, the Library's meeting rooms and auditorium are available for use by municipal boards and commissions, school groups, local non-profits, organizations, and associations.

All individuals and groups using the Library meeting rooms must adhere to the following:

### A. General Conditions

1. Rooms may be used for public meetings that are free of charge and open to the public. A charge for the cost of materials used by participants may be requested but cannot be required.
2. Meeting rooms are not available for social gatherings (private parties, etc.) or for the benefit of private individuals.
3. Rooms may be reserved for six sessions at a time. Subsequent reservations may be made on the day of the 6<sup>th</sup> instance. Library programs, and City boards and commissions, are exempt from this rule.
4. If assistance is required with equipment you must book a time to meet with a staff member at least one day in advance of the event. Staff may not be available to assist at the time of your program. You must be comfortable running the equipment on your own.
5. Goods or materials, other than book sales at author talks or CD sales at music programs, may not be sold or advertised at the meeting without the permission of the Library Director.
6. Donations may not be collected other than for the Friends of the Library without prior approval of the Board of Trustees.
7. The size of the group cannot exceed the capacity of the specific meeting room.
  - a. Auditorium—204 people
  - b. Ethnic Heritage Room (conference room)—14-20 people
  - c. Garden Room—50-75 people
  - d. Meeting Room 2—14-20 people
8. Persons or groups using the meeting rooms will be held responsible for any costs incurred by the Library or City as a result of that use. A group may be required to give a deposit to cover anticipated costs (e.g. security, overtime) in advance of the program.
9. The room must be left in the condition in which it was found.
10. Library staff telephones, staff fax machines, staff copy machines and other staff equipment and supplies are not available for public use.
11. Library staff is not responsible for relaying messages to individuals in the meeting rooms.
12. Permission for use of a room is not transferable by any individual or group to any other.
13. Light refreshments are permitted but must be indicated on the reservation form. Only light snacks may be served in the Garden Room. Only water is allowed in the auditorium; however, the hallway outside the auditorium may be used for light snacks. In nice weather, the garden may also be used. The table and credenza in the Ethnic Heritage Room must be protected if food is to be served.
14. No open flame is permitted at any time.
15. The Library cannot store supplies for groups using the meeting rooms.
16. Use of the Library's meeting rooms and/or points of view expressed by participants in the program do not constitute endorsement by the Library or the City. No advertisements or announcements implying such endorsements will be permitted. The name and address of the Library may not be used as the official address or headquarters of the organization or individual reserving a meeting room.

17. The Library's meeting rooms may not be used to solicit business or gather potential sales leads.
18. The Library reserves the right to move meetings to other spaces in the library, if available.
19. The Library reserves the right to reschedule or cancel a reservation that conflicts with Library sponsored programs, City meetings, or special events. Every attempt to give at least a two week notice will be made.
20. Only the auditorium may be reserved as a rain venue for programs.
21. Attendees are subject to all Library Rules and Regulations.
22. Use of the meeting space cannot interfere with the normal operation of the Library.
23. The reserving entity is responsible for the security, safety, and behavior of the attendees. Children must be supervised by group members and are not allowed to wander from the group without direct supervision.
24. All activities must be confined to the space reserved. Program presenters and participants are prohibited from approaching Library users for the purpose of encouraging participation in the group's activities.
25. Infractions of these guidelines, intentional rule breaking, or repeated issues may result in loss of facilities use privileges for the applicant, group or association.
26. Reservations will be considered tentative until the signed Reservation Form is received by the Library.
27. Any exceptions to these guidelines must be approved by the Library Director or the Board of Library Trustees before a reservation is made.
28. Any questions of interpretation of this policy will be referred to the Library Director and no meetings will be booked until the Director renders a decision.

Note: The Board of Trustees typically meets on the second Wednesday of the month, September –June. Please plan ahead if you need a vote by the Board per the guidelines above.

#### Restrictions

1. Your event will appear on the Library calendar with the name of the event and the applicant's name and contact information.
2. The applicant, group or association is responsible for advertising the event.
3. Posters or other promotional materials to be posted at the Library will be posted by Library staff only.
4. State law prohibits the use of smoking in public buildings. Smoking is not allowed within 25 feet of the building.
5. No alcoholic beverages may be dispensed or consumed on Library property without prior approval from the Board of Trustees, the Mayor, and the License Commission.
6. Any props or decorations must meet the approval of the Fitchburg Fire Department.
7. The Library is not responsible for lost or stolen personal items.
8. In case of a Library closing, all scheduled events will be cancelled, but the sponsoring group may reschedule for another time..
9. Meetings must be concluded 15 minutes before the Library is scheduled to close unless the After Hours Auditorium Use Form has been signed and approved by the Board of Trustees.

# Room Reservation Application

Application Date \_\_\_\_\_ Event Date(s) Requested \_\_\_\_\_

Name of Individual Responsible during the event \_\_\_\_\_

Name of Organization \_\_\_\_\_

Title of Event \_\_\_\_\_

Description of Event \_\_\_\_\_

Equipment and set up needs: (please circle all that apply)

Tables / Chairs / Digital Projector / Screen / Portable TV with DVD/VHS player / Sound System /  
60" Flat Screen TV (Garden Room only) / Easels (you must provide your own paper and markers)

In Auditorium: Podium / Microphone / Tables / Chairs / Piano (on stage only) Set up on stage or on floor?  
(You are responsible for getting the piano tuned) (Circle one)

If you are using your laptop or device to connect to our equipment, what kind of port do you have? (video and audio output)

VGA   HDMI   DisplayPort   Mini Display Port 

NOTE: If assistance is required with using our equipment you must book a time to meet with a staff member at least one day in advance of the event. We cannot guarantee assistance on the day of the event.

Time needed (including set up & clean up) \_\_\_\_\_ (ex. 6:00-7:45 p.m.)

Publicized starting time of event \_\_\_\_\_

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Best Phone Number to Reach Applicant \_\_\_\_\_

Email address of Applicant \_\_\_\_\_ Use \_\_\_\_\_

Website \_\_\_\_\_ Use \_\_\_\_\_

Facebook page \_\_\_\_\_ Use \_\_\_\_\_

*Public requests for information will be directed to Phone #, email, website, and/or Facebook page Select your preference.*

PLEASE SIGN AND RETURN TO THE LIBRARY AT 610 MAIN STREET, FITCHBURG, MA 01420

I HAVE READ THE MEETING ROOM POLICY AND AGREE TO COMPLY WITH SAID POLICY:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Applicant's Name Printed

**For Library Staff Only** Initials of staff who took application \_\_\_\_\_ Entered in EventKeeper \_\_\_\_\_

Refreshments? Yes \_\_\_\_\_ No \_\_\_\_\_ Custodian notified that assistance will be needed \_\_\_\_\_

Approval received for after-hours extension \_\_\_\_\_ Equipment appointment needed? Yes / No