

## **BROCKTON PUBLIC LIBRARY MEETING ROOM USE POLICY**

The Trustees of the Brockton Public Library welcome community use of the library's meeting and conference rooms. The rooms are primarily available to support library programs and functions that further the goals of the library. When not being used by the library, the rooms are available for use by community groups and other organizations.

The Library has the following spaces available: East Branch meeting room (capacity 112), West Branch meeting room (capacity 112), Main Library multi-purpose room (capacity 165), Main Library large conference room (capacity 18), Main Library Trustees' Room (capacity 12), Main Library small conference room (capacity 6). The fee schedule is listed at the end of this document.

In accordance with the American Library Association's Library Bill of Rights<sup>1</sup> and its interpretation pertaining to meeting rooms, the library does not limit use of the meeting rooms based on the subject matter or content of the meeting or their beliefs for any qualified organization. A qualified organization is defined as an educational, civic, cultural, religious, political or for-profit group that agrees to abide by the regulations below.

Applications for room use should be made to the Library Director as far in advance as possible. Fees, rules and procedures for use of the meeting rooms are established by the Board of Library Trustees. A copy of the meeting room policy will be provided with the application for meeting room use.

Groups using the meeting rooms are required to fill out the Set-Up Request information, indicating the equipment needed for the meeting. Upon request, the library provides chairs, tables, a podium, kitchen facilities, and audiovisual equipment.

Use of the meeting room does not imply endorsement, support or co-sponsorship by the Brockton Public Library of the activities or beliefs of the groups using the rooms. Groups or individuals may not imply that the meeting or program is sponsored, co-sponsored or endorsed by the library in any advertising or publicity.

The following regulations pertain to the library's meeting and conference rooms:

1. Only adults (age 18 or older) may sign up to use meeting rooms.
2. Children (under 18 years of age) must be supervised by an appropriate number of responsible adults.
3. Smoking, the use of electronic cigarettes, and the consumption of alcoholic beverages is prohibited anywhere on the premises of the Main Library or branch libraries.

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<sup>1</sup> Admin. "Library Bill of Rights." *Advocacy, Legislation & Issues*. N.p., 16 Feb. 2017. Web. 14 Mar. 2017.

4. No alcoholic beverages may be brought onto library premises.
5. No firearms may be brought onto library premises, except for law enforcement officials.
6. Meetings and programs may not extend beyond the library's closing time and should end 15 minutes before closing except for events that have received prior written approval by the Library Director or the Library Board of Trustees. Additional fees will apply.
7. Rooms will be assigned in order of request. Library-sponsored programs receive priority if there is a conflict.
8. Recurring reservations will be accepted for no more than three meetings at a time. Governmental agencies are exempt from this provision in accordance with an agreement between the Library Director and the agency.
9. For-profit groups may not charge admission, take up collections, or sell goods or services.
10. Payment in full by a for-profit group must be received before its program or meeting.
11. The rooms may be used for private parties, receptions, or social events with prior written approval from the Library Director and the Library Board of Trustees. Additional fees for such use will be determined on a case-by-case basis.
12. Rooms are not available for the benefit of private individuals or commercial concerns.
13. No person, organization or committee shall on any library property solicit or receive any payment or raise funds for the political campaign purposes of any candidate for public office or of any political committee, or for any political purpose whatever.
14. Neither the name nor address of any Brockton Public Library System location may be used as the official address or headquarters of an organization. Light refreshments are allowed in the large multi-purpose and meeting rooms only. Refreshments are not allowed in the Trustees' Room or in the large or small conference rooms.
15. The individual signing the request form agrees to take full responsibility for the security, safety, and behavior of the group, and that all attendees will adhere to the meeting room policies and regulations.
16. Groups are responsible for leaving the rooms in a clean and orderly condition.
17. No tape, glue or tacks may be used on walls, woodwork, furniture or cabinets.
18. Any damage to library property resulting from a meeting or program will be the financial responsibility of the group using the room.
19. The library is not responsible for any property brought on the premises.
20. The library is not responsible for any injury to persons attending a group's program or meeting.
21. Greater Brockton area groups, as opposed to specifically Brockton based groups, may be allowed to use the rooms in accordance with these regulations only after the Library Director has determined that a substantial portion of the members are Brockton residents and that the purposes of the group are in accordance with these guidelines. In any case, the communication with the Library Director must be completed prior to four weeks before the requested dates.
22. All requests for use of library meeting and conference rooms should be directed to the Secretary to the Library Director.
23. The library reserves the right to cancel meetings and programs due to inclement weather or circumstances beyond its control.

24. The Library Trustees, Library Director or Director's designee are authorized to deny permission to use the library meeting and conference rooms to any group that does not comply with these regulations in any way.
25. Groups are responsible for any necessary expense for security.
26. The Library Trustees reserve the right to waive any regulations for just cause.

#### FEE SCHEDULE

	<u>Non-Profit</u>	<u>Profit</u>
Branch Library Meeting Room (Capacity 112)	\$50.00	\$100.00
Main Library Multi-Purpose Room (Capacity 165)	\$100.00	\$200.00
Trustees' Room (Capacity 12)	\$25.00	\$50.00
Main Library Large Conference Room (Capacity 18)	\$25.00	\$50.00
Main Library Small Conference Room (Capacity 6)	\$25.00	\$50.00

#### RENTAL SCHEDULE

Hourly rate for use while library is closed <sup>2</sup>	\$60.00	\$120.00
Hourly rate for cleaning service	\$60.00	\$120.00

Approved December 6, 1977  
 Revised December 15, 1980  
 Revised September 11, 1989  
 Revised June 16, 2003  
 Revised July 21, 2003  
 Revised March 14, 2017

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<sup>2</sup> This is for covering the cost of staff overtime and security costs.