

## **Meeting Room Policy Concord Free Public Library**

The Library Corporation and the Library Committee welcome the use of the Library's meeting rooms by Concord Town Committees or not for profit groups in the Concord community for cultural, educational and civic activities provided that (a) meetings are free and open to the public, (b) they comply with library policies, procedures and posted notices, and (c) the use is non-disruptive and consistent with normal library operations. All meeting room use must occur during the Library's normal operating hours except for events sponsored by the Library Corporation or the Friends of the Concord Free Public Library.

Room reservations may not be made earlier than 90 days before the requested date and reservation reconfirmation by the Library will be required, as per the below outlined procedures. Groups which meet regularly may be given the privilege of reserving a room at a specific time and date for an entire academic or calendar year.

The reservation and room usage form(s) will require the requesting group to designate the group's responsible party and contact information, the purpose of the meeting, its time and the number of expected participants as well as other requested information. No use may take place unless a reservation and room use form containing the required information has been fully completed in advance of the expected use date and accepted by an authorized Library staff member. All approved reservation requests shall be subject to the terms of this policy and a group's failure to comply with such terms shall be cause to terminate a group's use of a room and to deny any subsequent request for a room reservation. The Library assumes no responsibility for the safety or theft of any private property brought on the Library premises by the group using the meeting rooms or meeting attendees.

Reservation requests will be processed in the order received. Although efforts will be made to accommodate requests for particular rooms, times and dates, the Library reserves the right to designate room, time and date use as it deems appropriate and may limit a group's use to no more than two evenings per month.

If on a given day an individual library patron desires to use an unoccupied and unreserved meeting room, such person may sign up at the reference desk on a first-come first-served basis for use of the room for a two-hour period. Parties of two or more will have priority over individual patrons. No advance booking is allowed for such daily individual or group patron use.

Use of rooms for Library programs or by the Library Corporation, the Town Library Committee or the Friends of the Concord Free Public Library shall take precedence over other all other uses. Any previously approved reservation may be cancelled by the Library Director or the Library Corporation on reasonable notice and immediately in the case of weather or other emergency.

Arrangements, such as the setting up of library chairs and tables are the responsibility of the sponsoring group and must be coordinated with library staff. The Library's audiovisual equipment shall not be used without prior approval of the Library staff. Any publicity regarding the meeting shall be the responsibility of the sponsoring group and any mention of the Library shall be limited solely to identify it as the location of the meeting and the acceptance of a reservation shall not imply the Library's endorsement or sponsorship of the group, program or event. Legal room occupancy limits shall be observed. Alcoholic beverages, use of open flames and smoking are prohibited. Groups may serve light refreshments. At the end of the meeting all chairs, tables and other Library equipment and materials shall be placed in their proper storage location as may be directed by the Library staff, all trash shall be removed and the room shall be left clean and in good order. Groups are responsible for damage to Library property and for excess cleaning expenses occasioned by a group's use of a meeting room

Use of rooms for tutoring is subject to the Library's separate policy relating to this activity.

Any questions concerning this policy shall be directed to the Library Director who may refer them to the Library Corporation or the Library Committee as may be appropriate.

This policy is subject to change without notice.

Original Policy 11/17/76

Revised 5/6/93

Revised 10/13/99

Revised 6/30/05

Revised 4/1/11