



Meeting Room Policy

Purpose

As part of its mission to inspire lifelong learning and promote personal enrichment, the Concord Free Public Library offers meeting rooms for use by members of the public. All meeting rooms, except the Main Library Goodwin Forum (full room and closet side room), are available for use by members of the public under this policy.

Use of the Meeting Rooms is prioritized for:

1. Library programs;
2. The Concord Free Public Library Corporation (the “Library Corporation”), the Library Committee, or the Friends of the Concord Free Public Library; and
3. Concord Town Departments or Concord Town Committees.

When not in use for the above, meeting rooms are available for:

4. Nonprofits, and not-for-profits, and community groups, based in Concord.

If the Lower Level and Trustees Meeting Rooms at the Main Library are not reserved, they will be considered Study Rooms and follow the Study Room Policy for same day use.

Requirements for Use

Use of the meeting room is subject to compliance with library policies and procedures and must adhere to the American Library Association’s Library Bill of Rights.

Use of the Library’s meeting rooms must:

- Be free and open to the public;
- Take place during the Library’s regular operating hours;
- Be free of commercial activity;
- Not be used for worship activities;
- Comply with all library policies, procedures, and posted notices; and
- Be consistent with, and not disruptive of normal library operations or violate the Library’s Rules of Behavior.

Use of the Library’s meeting rooms is subordinate to the need to provide a safe, peaceful, and respectful environment in which to read and study. No use of the meeting rooms will be allowed that is likely to disturb Library patrons in their customary use of Library facilities, impede Library staff in the performance of their duties, or endanger patrons, staff, or the Library building or collections. The Library reserves the right to stop meetings that are disruptive to normal Library operations.

Reservation requests must be made online with a valid Concord Free Public Library or Minuteman Library Network card. Reservation requests will be processed in the order received. Groups may make no more than two reservations per month. An approved reservation does not constitute or imply endorsement of the aims, policies, or activities of any group or organization or the views expressed, nor does the content of the meetings or displayed materials necessarily reflect the Library’s viewpoint. Any previously approved reservation may be

canceled by the Library Director or the Library Corporation on reasonable notice and immediately in the case of weather or other emergencies. The group leader must notify its members/audience and the Library if the scheduled meeting is to be canceled.

Any questions concerning this policy shall be directed to the Library Director, who may refer them to the Library Corporation as appropriate. In the event that a room reservation request is denied, requestors may submit the Appeal for Meeting Room Use form.

All approved reservation requests shall be subject to the terms of this policy, and a group's failure to comply with such terms may be cause to terminate a group's use of a room and to limit or deny any future requests for a room reservation.

Publicity

Publicity for events taking place in the Library's meeting rooms is the responsibility of the group using the room, and must follow these guidelines:

- Groups may only post signage in designated spaces (the meeting room, bulletin board, etc.);
- Groups are not permitted to solicit attendance or make announcements on Library grounds;
- Reservations are not posted on the Library's public calendar or website;
- Any publicity regarding the meeting shall be the responsibility of the meeting group; and
- Publicity only may mention the Library to identify it as the location of the meeting.

Indemnification

There are no charges for the use of the meeting rooms, but groups are responsible for damage to Library property and excess cleaning expenses occasioned by a group's meeting room use.

All organizations or groups shall indemnify, defend and hold harmless the Concord Free Public Library, the Library Corporation, and the Town of Concord, as well as its officers, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent or wrongful act, omission or error of the organization or group resulting in or relating to personal injuries or property damage arising from the organization/group's use of a Meeting Room.

This policy is subject to change without notice.

Original Policy 11/17/76. Revised 5/6/93, 10/13/99, 6/30/05, 4/1/11.

Approved by the Library Committee 12/12/23, updated 1/16/24, 6/18/24, 12/2/25.

Approved by the Concord Free Public Library Corporation 2/7/24, 4/10/24, 12/10/25.

Concord Free Public Library Appeal for Meeting Room Use

If you believe that your organization meets the guidelines outlined in Concord Free Public Library's Meeting Room Policy and that your request for your meeting was not given proper consideration:

- STEP 1 – Ask for reconsideration by the Library Director if you are not satisfied with the original decision. An appeal form must be completed and submitted requesting such action.
- STEP 2 – Ask for reconsideration by the Library Corporation if you are not satisfied with the decision of the Library Director. An appeal form must be completed and submitted requesting such action.

A separate appeal form must be submitted for each of those steps. There may be a waiting period for each step, so sufficient time may be given to evaluate your organization's appeal properly. You will be notified as soon as a decision is made regarding your appeal.

Appeal Form for Meeting Room Use

I wish to make an appeal to the Library Director

I wish to make an appeal to the Library Corporation

on behalf of the _____
to secure approval of a previous application for the use of meeting room space in the _____
on _____ which has been denied.

Our organization meets the guidelines set forth in the Concord Free Public Library's Meeting Room Policy for the following reasons:

It is understood that there may be a waiting period to allow sufficient time for the proper evaluation of our organization's request.

Representative of Group: _____

Name of Organization: _____

Address: _____

Phone: _____ Mobile phone: _____

Email Address: _____

Date of submission: _____

END VOTED POLICY

Meeting Room Guidelines for Use

Meeting Room Spaces

All reservation requests must be accepted by an authorized Library staff member. Except for the Goodwin Forum, rooms not reserved in advance are available for walk-in reservations on a first-come, first-served basis, for up to 2 hours, in accordance with the Library's Study Rooms policy.

The Library has the following Meeting Room spaces available for reservation at least 48 hours in advance and up to 90 days in advance of the requested date:

- Main Library Lower Level Meeting Room
 - max occupancy 15
 - min occupancy 4
- Main Library Trustees' Room
 - max occupancy 25
 - min occupancy 4
- Fowler Library Community Meeting Room
 - max occupancy 49
 - min occupancy 4

When library programs are not in session, the Fowler Library Community Meeting Room is reserved for general walk-in or drop-in use.

The Main Library Goodwin Forum is reserved for Library sponsored events only. When library programs are not in session, the Goodwin Forum is reserved for general walk-in or drop-in use.

Rules for Use

- The reservation process requires the requesting group to designate the group's responsible party (who must be at least eighteen (18) years of age) and contact information, the purpose of the meeting, its time and number of expected participants, and other requested information.
- The group's responsible party must be present for the duration of the meeting.
- The Library assumes no responsibility for the safety of meeting attendees, including minors.
- The group's leader is responsible for ensuring the group complies with the stated room capacity limits. The group is responsible for coordinating pre-registration if demand beyond capacity is anticipated.
- Meetings may be scheduled starting 30 minutes after the Library opens, and rooms must be vacated 30 minutes before closing time.
- All setup and cleanup must be done within the time booked.
- Alcohol, use of open flames, and smoking are prohibited.
- Light refreshments are permitted in the Meeting Rooms.
- Groups are responsible for the general cleanliness of the room upon the completion of their reservation. All trash should be removed, and the room should be left in neat order.
- Arrangements, such as setting up library chairs and tables, must be coordinated with Library staff, and are the responsibility of the sponsoring group, who will ensure ADA compliance at all times during their use of the Library.
- The Library's audiovisual equipment is available for check out with a valid Concord Free Public Library or Minuteman Library Network card. The equipment is self-serve; written instructions are provided. Assistance with the equipment must be requested at least 7 days in advance and is subject to staff availability.