



## **Centerville Public Library**

### **Meeting Room Use Policy**

#### **Mission**

As a center of community life, the Centerville Public Library encourages and supports civic, intellectual and cultural pursuits. It provides a wide range of information and materials to people of all ages, using traditional methods and innovative technology. The Centerville Public Library strives to adapt to the changing needs of the community. Its welcoming environment stimulates thinking, enhances knowledge of the world and improves the quality of leisure time. The Centerville Public Library educates the community to understand, appreciate and financially support the Library's relevance.

#### **Eligibility for Use**

The primary purpose of the Library's meeting rooms is for programs sponsored by the Library. As such, the provision of meeting room space must always be subordinate to the paramount need to provide a safe, peaceful, and respectful environment in which to read and study. Use of meeting rooms must allow Library patrons their customary use of Library facilities, allow Library staff the normal performance of their duties, and maintain the safety of the Library building and collection.

Use of meeting rooms for Library purposes takes precedence over all other uses. The priority of use of Library meeting rooms is as follows: (1) Library-sponsored meetings and programs; (2) meetings and programs sponsored by groups and organizations affiliated with the Library; (3) nonprofit and civic organizations in Centerville; (4) nonprofit and civic organizations in Barnstable; (5) for-profit organizations and community members in Centerville; and (6) for-profit organizations and community members in Barnstable. The Library reserves the right to restrict frequency of meeting room use.

#### **Rules**

1. Groups may only meet in our Community Rooms and Conference Room, not in browsing areas.
2. Reservations for use of meeting rooms must be made through the Library Director or designee at least 14 days prior to use. Meeting rooms may be booked up to three months in advance of the meeting. The limit refers to all bookings, including both single and repeat bookings. Groups may be asked to present evidence of nonprofit status and/or official registered address.
3. Groups holding reservations are requested to notify the Library of any cancellation at the earliest possible date, so it can be available to other groups. Failure to inform the Library of a cancelled event will result in loss of deposit.
4. Any false, misleading or incomplete statement by the applicant is grounds to forbid the use of meeting rooms by the applicant group.
5. Permission to use a meeting room does not constitute or imply Library endorsement for the activities or views, expressed or implied. No group's publicity shall state or suggest that the



Centerville Public Library, the Board of Board of Trustees or the Library staff sponsor, co-sponsors, endorses or approves the meeting or program, the group or any particular set of ideas. Any printed or electronic publicity that include the Library's name and address must include this disclaimer: "This event is not sponsored or endorsed by the Centerville Public Library."

6. The organization's event publicity must clearly state the name of the sponsoring organization with its contact phone number (not the Library's). Groups may identify the Library and provide its address in their publicity for the meeting location but potential attendees should be directed to contact the sponsoring organization for information about the meeting.
7. Fundraising, solicitation or collection of funds for any reason is prohibited at any meeting, except for activities sponsored by the Library and the Friends of the Library.
8. Prior to the use of the Library meeting room, the Library staff reserves the right to review any signage, decorations or literature to be displayed in the meeting room for compliance with this meeting room policy.
9. No use of meeting rooms will be allowed that is likely to disturb library users in their customary use of Library facilities, impede Library staff in the performance of their duties or endanger the Library building or collection. The Board of Trustees and the Library Director reserve the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular Library functions, too large for the applicable room capacity, or disorderly or dangerous to persons or property. In determining whether such a likelihood exists, the Board of Trustees and/or the Library staff may take into consideration the contents of the application form, the history of the group's meeting room use in the Library, the history of the group's use of meeting facilities elsewhere, and such other information as they may deem appropriate.
10. Partisan political activities, except for events such as candidate's nights where several candidates are present or "Meet Your Representative" events, are prohibited.
11. Rooms may only be reserved by an adult. Youth groups may use the room if a responsible adult is present at all times.
12. Misrepresentation of the use of the room or failure to abide by the policies of the Library will be cause for denial of further use of the meeting rooms.
13. The Board of Trustees or designee reserves the right to determine, in its reasonable discretion, whether any proposed use of a meeting room will require a police detail or other extraordinary police protection. If the Board of Trustees or designee determines that such police protection will be reasonably necessary, the group must arrange for the police detail and pay the cost.
14. Any expenses are the full responsibility of the organization using the Library's facilities. The Library is not responsible for the loss or damage of an organization's property or the property of individuals in attendance.
15. The Library reserves the right to cancel the use of the facility as the result of emergency conditions or inclement weather. The meeting can be rescheduled or the deposit can be returned.
16. The Library reserves the right to cancel, reschedule or transfer meeting room locations or dates that conflict with Library-sponsored programs and/or special events.
17. Library staff may observe or monitor a meeting at any time.
18. Smoking is prohibited in the Library and within 15 feet of any entrance.
19. Prior approval must be obtained from the Board of Trustees to serve alcohol.



20. Exits must be clear at all times.
21. Groups shall, at their own expense, procure any license or permit necessary for the conduct of their meetings.
22. Attendance at meetings must be limited to the seating capacity specified for each meeting room.
23. No candles or open flames allowed.
24. Posting or mounting materials on walls, doors, or equipment is prohibited.
25. Decorations must be approved by the Library Director prior to installation. All materials must be removed after use.
26. Groups are responsible for cleaning equipment and kitchen spaces after use. The Library does not provide plates, utensils, etc. Groups may bring their own food. Each group is responsible for removing and disposing of garbage and trash at the end of the meeting.
27. Set-up and breakdown of furniture and audiovisual equipment is the responsibility of the group hosting the meeting. Groups using the Library's audiovisual equipment must demonstrate proficiency in operating such equipment or arrange in advance for a qualified Library employee to operate the equipment at the meeting and reimburse the Library for the cost of the employee's time and services, including, if applicable, overtime pay.
28. All groups must exercise prudent precautions to avoid damage of Library equipment, furnishings, floor coverings, and other Library property. Damage fees may be assessed following meeting use.
29. Parking is available in the Library lot, the neighboring church lot, on the street and at the Centerville Recreation building.
30. All organizations or groups must indemnify, defend and hold harmless the Centerville Public Library, 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 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 the Library meeting rooms. A certificate of insurance liability in the amount of \$1,000,000 per occurrence naming Centerville Public Library as additional insured is required.
31. The Centerville Public Library Board of Trustees is the sole authority to interpret these regulations. The Library Director has the supervision responsibility delegated by the Board of Trustees. The Board of Trustees or their designee reserve the right to use their discretion in deciding if the use of a room is consistent with this policy. Any and all parts of this policy may be revised, modified or amended by the Board of Trustees at any time.



## **Available Rooms**

Community Room (A & B) – Occupancy 75

Long Beach Room (C) – Occupancy 35

Rooms A, B, & C – Occupancy 110

Hyannisport Conference Room – Occupancy 15

Rooms are available both during Library hours and when the Library is closed. There is no charge for use during Library hours for groups affiliated with the Library and civic organizations.

Groups are charged for setup and breakdown time if the event takes place when the Library is normally closed. If a meeting runs over the scheduled time by more than 15 minutes, an additional hour will be charged.

## **Equipment Available**

Wireless internet access

Tables

Chairs

Podium

Microphone

Multimedia projector

Screen

Laptop

Kitchen (with warming oven, refrigerator, micro-wave, and dishwasher)