

Fall River Public Library Meeting Room Policy

It is the policy of the Fall River Public Library, as a “forum for information and ideas,” to make its meeting facilities available to the public it serves “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use” (Library Bill of Rights).

Scope

This policy applies to all non-profit and for-profit groups, organizations, and individuals based in Greater Fall River, defined as including Fall River, Somerset, Swansea, Freetown, Westport, and Tiverton, or groups providing informational meetings for Fall River residents (i.e. State Dept. of Public Health).

Description—Policies

Use of meeting facilities must be consistent with the mission statement of the Fall River Public Library, which states that the library strives to “welcome and satisfy the needs of patrons of all ages, abilities, and cultural backgrounds.”

Priorities in the use of meeting facilities are as follows:

1. Meetings held, sponsored, or co-sponsored by the library.
2. Meetings held by a city, state, or federal agency or official.
3. Meetings held by Fall River groups or organizations.
4. Meetings held by Greater Fall River groups or organizations.
5. Meetings held by individuals.

Meetings in categories 1 and 2 may not be required to meet all the conditions of this policy. In cases of scheduling conflicts, groups whose meetings must be postponed or cancelled will be given as much advance notice as possible.

Description—Rooms

MEETING ROOM

The Meeting Room of the Fall River Public Library is designed to act as a program/function room for the library. It can accommodate approximately 75 people.

ROBERT J. NAGLE ROOM

The Robert J. Nagle Room of the Fall River Public Library is designed to act as a small meeting/program room for the library. It can accommodate approximately 10-15 people.

Use of the room is governed by the library's meeting facilities policy as adopted by the Library Board of Trustees. All provisions of that policy apply to the use of this room. See that policy as well for the procedures for booking the room.

Procedures and Fees

All meetings must be open to anyone interested in attending.

Groups may book up to one meeting per month.

The facilities are available to for-profits groups and organizations upon payment of the appropriate fee or fees. Fee is non-refundable if not cancelled with a 30-day notice. Fees are currently as follows:

Meeting Room Fees	For-Profit Groups	Non-Profit Groups
Large Meeting Room	\$50 per meeting	\$5 per meeting
Small Meeting Room	\$25 per meeting	\$5 per meeting

Meetings should be scheduled to end at least one half hour before the library closes, to insure that all participants will have left the library by closing time.

An adult must be designated as the person responsible for the meeting. The facilities must be left in the same condition in which they were made available.

A group using the facilities must follow the instructions of the library or custodial staff at all times regarding the safe and orderly operation of the library. If the group or an individual in attendance does not behave in an orderly manner they may be asked to leave the premises.

The facilities must be booked not more than 4 months and not less than 10 days before the date of meeting. At the time of booking, the name and phone number of the person responsible for the meeting must be provided, along with details concerning the date and time of the meeting.

The library offers wi-fi and (in the large meeting room only) a pull-down screen. Any audiovisual or computer equipment must be provided and operated by the group reserving the room.

Simple refreshments may be served, provided that a group brings its own supplies and cleans up afterward.

Smoking is prohibited throughout the library. Consumption of alcoholic beverages is allowed only with the explicit permission of the Library Board of Trustees.

The meeting facilities are available only during the library's hours of normal operation.

At least one adult chaperone must be provided for every twenty meeting participants under the age of eighteen.

The library is not responsible for any property brought on the premises or left behind.

When there is doubt regarding a group's eligibility to use the meeting facilities, the matter will be referred to the Library Administrator for decision. The Administrator may further refer the matter to the Board of Trustees. The Board reserves the right to grant permission to groups that do not meet the conditions set forth in this policy. A group that is denied the use of meeting facilities may request a hearing before the Board.

The Board of Library Trustees and the Library Administrator have final authority concerning the use of the meeting facilities and reserve the right to refuse use of the facilities to any group that has in the past not met the conditions of this policy, or to meetings and programs that might disrupt library service or not be in the best interests of the library.

Photography and Filming

If you intend to photograph or film the Fall River Public Library, please download, complete, and return the library's **photography and filming policy**.

Description—Procedures

Meeting facilities are booked through the Assistant Library Administrator by filling out an "Application for Use of Meeting Facilities," included with this policy. A person booking the facilities is given a copy of the policy. The registration form includes a statement that the group using the room agrees to abide by the policy. The meeting facilities may also be requested online, through the library's web page under "Reserve a Meeting Room." Clicking on the "terms of use" is the equivalent of a registration form and agreement to abide the policy. Online requests are still subject to all terms of the approval process.

After the applicant has completed the registration form, the meeting facilities calendar is checked to make sure the room is not already booked for the date requested.

Completed forms are reviewed by the Library Administrator and/or Assistant Administrator. If the request is approved, he/she signs the form, notifies the applicant, enters the event on the meeting facilities calendar, and keeps the approved application on file in an appropriate place.

Adopted by the Library Board of Trustees October 13, 2004.

Revised by the Library Board of Trustees May 14, 2008; October 8, 2008; February 18, 2009