

Jacob Edwards Library



Meeting Room Policy

Approved by Board of Trustees: November 2001

Amended by Board of Trustees: November 2011

Amended by Board of Trustees: April 2017

Amended by Board of Trustees: April 2018

The use of the meeting rooms must meet the goals and objectives of the Board of Trustees in providing for the informational, educational, and cultural needs of the community. The meeting rooms are available for educational, literary, philanthropic, civic purposes and commercial entities, provided that such use does not interfere with regular library services or programs and that these groups requesting use of the facilities conform to the following rules:

1. Reservation requests must be made in writing at least one month, but no more than 60 days, in advance of the meeting date.
2. All requests must be submitted to the Library Director. Meeting space is only available during regular library hours and meeting rooms must be cleared at least 10 minutes before the scheduled closing time of the library.
3. All meetings and exhibits shall be free of charge and open to the public.
4. The Library reserves the right to restrict frequency of use by non-library agencies. Unless otherwise authorized, use is limited to four (4) meetings per year.
5. Priorities for use of the meeting rooms are as follows:
 - a. Meetings sponsored by the Library or Friends of the Jacob Edwards Library
 - b. Programs run by Literacy Volunteers of Southbridge
 - c. Events sponsored by local, state, or federal government
 - d. Local non-profit groups
 - e. All other community organizations and groups
6. Permission to meet at the Library does not in any way constitute or imply endorsement or support of the user's policies, beliefs, or programs by the Library staff or Board of Trustees.
7. No smoking or alcoholic beverages are allowed in the Library or meeting rooms. All food and non-alcoholic beverages must be pre-approved and consumed only in designated areas. As per the Board of Health, food served in the library must meet the following conditions:
 - a. Food is store bought (or purchased from another type licensed facility); it cannot be

prepared in an unpermitted residential kitchen

b. Food is delivered to the library in the original packaging

c. Or, a temporary food permit is required from the Office of the Board of Health

8. Groups holding meetings or events are expected to conform to the guidelines and procedures outlined in the Library Procedures Manual.

9. The Board of Trustees is the final arbiter in matters dealing with meeting room use and policy. All appeals must be addressed in writing. The Trustees reserve the right to refuse the use of the Library meeting rooms or cancel any reservation when they deem such action to be in the best interest of the Library and/or the Town of Southbridge.

10. For-profit commercial companies can apply for room use with the understanding that a donation will be made to the Friends of the Jacob Edwards Library. All other groups mentioned in section 5 above have priority.