

PROGRAM ROOM POLICY

Approved by the Library Board of Trustees 11-9-2009; revised 2-12-2012

The Library's program room is available on a first-come, first-served basis provided that meetings conform to Program Room Policy and do not conflict with library services and programs.

The Program Room is primarily available to support library programs and functions that support the informational, educational, and cultural purposes of the library. When not being used by the library, the room is available to established community groups upon approval of an application form.

For purposes of this policy, the term "meeting" is used to describe any meeting, event, program, or other happening in the program room.

Any meeting held in the Program Room must be open to the public. The room may not be used for social functions such as private parties, luncheons, etc.

Meetings held in the Library must be held in the Program Room only. No meetings may be held in any other location in the library.

Only the Program Room on the ground floor is available by reservation. The historical room, story and craft room, and grounds are not reservable spaces and may not be used for meetings or events. Private study rooms are available via sign-up on the day of use. There is no charge for use of the Program Room.

Meetings may begin no earlier than 9 a.m. Meetings must end no later than 10 p.m. on Tuesdays, Wednesdays, and Thursdays, and no later than 5 p.m. on Fridays and Saturdays. Setup and cleanup must be completed within the times listed. The library parking lot must be vacated promptly after the meeting's end.

Meetings that are expected to extend past the library's open hours must be reserved in advance. Unreserved use of the Program Room must end when the library closes.

The Program Room may not be reserved or used on days when the library is closed to the public, including but not limited to Sundays, Mondays, and legal holidays.

Capacity of the Program Room is 65 as set by the Board of Library Trustees, and may not be exceeded. Preregistration may be required if demand beyond capacity is anticipated.

The Board of Library Trustees reserves the right to refuse the use of the library program room or cancel any reservation when they deem the action to be in the best interest of the Library and/or Town.

RESERVATIONS

Application forms for use of the meeting room are available from the Director and on the library's website. All applications must be approved by the Director prior to date of use.

The Program Room may be booked up to 3 months in advance of the meeting/program. We cannot accept bookings beyond the 3-month period to allow flexibility in the arrangement of library programs.

Reservations must be made on the paper (hard copy) Program Room Reservation Form. The Form should be logged in by a staff member at the main circulation desk, when it will be marked with date and time received. Electronic reservations or incomplete forms will not be accepted.

Logging in does not constitute a confirmed reservation. A confirmed reservation is one that has the Director's written approval.

Priority will be given to applications placed a minimum of 5 business days in advance of the meeting.

The Library will not accept reservations for a series of meetings that would designate the Library as the regular meeting place for any group or organization.

Community groups may reserve the room no more than 6 times per calendar year.

Library programs will be given priority in the reservation of the room. The Library reserves the right to reschedule meetings in the event of a conflict with the Library's schedule. The Director will notify individuals or groups affected at least 30 days in advance.

Priority will be given as follows: Library, Friends of the Library, Bolton non-profit, all others. Meeting sponsors (also known as applicants) must be residents of the Town of Bolton. Sponsors must be 21 years of age or older.

The Sponsor must be present and responsible at all times during the meeting. This person will be responsible for the conduct of the group, paying bills, and protection of library property in connection with the meeting. The Sponsor will also be responsible for picking up and returning a meeting room key, and for any training in the use of library equipment in advance of the meeting.

The Sponsor will promptly reimburse the library for any expense or damage resulting from the use of the facility, whether accidental or deliberate.

The Sponsor must inform his/her group of the library's Parking Instructions, and may be responsible for arranging a traffic detail at his/her/the group's expense.

Meeting space will be denied to groups or individuals who:

1. Discriminate in their membership, programs, or philosophy on the basis of race, color, creed, sex, or any other qualifier.
2. Wish to hold private social functions.
3. Through the sale of materials, referrals, or services, will financially profit from the use of Library space.
4. No donation requests or admission fees are permitted. No items may be sold unless for the profit of the library or approved author visit. Fundraising events sponsored by the Library, Friends of the Library, or organizations affiliated with the library are permitted.
5. Are comprised of un-chaperoned youth (persons under 18).
6. Fail to abide by the Library's policies.

Those attending meetings may not leave unsupervised children in the library. For more information, refer to the library's Policy on Unattended Children.

Granting permission to use the meeting room does not constitute an endorsement by the Library staff or Trustees of the room's users or their beliefs.

The Sponsor must present evidence of adequate insurance coverage.

The Bolton Public Library's contact information including name, address, email address, URL, fax number, and telephone number may not be used as a contact for the meeting. The library staff will not take messages for those using the program room.

USE OF AND CONDUCT IN THE PROGRAM ROOM

The Library's equipment and furnishings are available for use in the Program Room. They must be reserved ahead of time via the application form.

Users are assumed to be familiar with the operation of the equipment in advance of the meeting. If instruction is needed, staff may be available in advance at a mutually convenient date and time. Staff may not be available prior to or during a meeting.

The Library is not responsible for loss or damage to any equipment or materials owned or rented by an individual or group using the Program Room.

Equipment or materials belonging to the applicant or group may be brought to the room immediately prior to the meeting and must be removed immediately after. Storage space is not available.

The Library is not responsible for materials, personal property, or equipment left in the building by meeting room users.

Any individual or group using the program room shall be held responsible for willful or accidental damage to the library building, grounds, collections, or equipment caused by the group or its members attending the program.

Damage and accidents must be reported to the Director immediately.

The Applicant is responsible for setting up the meeting room to his/her requirements. The library staff is not available to assist with this task.

All equipment and furnishings used during the meeting must be returned to their proper place (i.e., where they were found) when the meeting is over.

Capacity of the program room is set by the Library Board of Trustees. Under no circumstances may that capacity be exceeded.

Furniture in the room is limited to that provided. Additional furniture may not be conveyed into the room.

Alcoholic beverages may not be served in the library or on the grounds.

Smoking is prohibited in the building and on the grounds.

Light refreshments are permitted provided that arrangements are made during the application process. Food preparation is not allowed. There are no dishwashing facilities. The Program Room and/or library grounds may not be used for catered events without prior approval by the Board of Trustees.

Refreshments may not be taken from the Program Room into the library proper.

No food may be left on the premises.

Minors in the Program Room must be supervised at all times.

During a meeting, no admission fee or donation requests are permitted. No items may be sold unless for the profit of the Library or approved author visit. However, groups may charge a reasonable fee to recover the cost of materials, handouts, craft supplies, refreshments, etc. Arrangements for any such fees must be made during the application process (i.e., stated

clearly on the form and approved in writing). Collection of such fees is the responsibility of the Sponsor.

Fundraising events sponsored by the Library, Friends of the Library, or other organizations affiliated with the Library are permitted.

Meetings must not disrupt the use of the Library by others, the work of library staff, or any other aspect of library operation.

Persons attending meetings in the Library are subject to all Library rules and regulations and to the instructions of the library staff.

The Program Room must be left clean and orderly. The Sponsor is responsible for removing from the premises trash generated by the meeting. If clean-up or repair is required after a group leaves, the Sponsor is subject to a fee of \$50 or actual repair/custodial fee, whichever is greater.

No posters, decorations, or other items may be displayed on the walls or ceiling without the Director's prior approval.

Artwork on display in the meeting room must not be disturbed.

The library staff will take no messages for those in the program room. Use of the library telephone is limited to emergencies only.

In the event that the Sponsor calls the police or fire department to the Library, s/he will immediately notify the Director or library staff on duty that s/he has done so.

CANCELLATION

Cancellation of reservations must be made to the Director or designate 24 hours in advance. Failure to give notice of cancellation will result in loss of Program Room privileges upon subsequent application.

Should the Sponsor cancel the meeting, it is his/her responsibility to notify audience members of that decision.

If the library is closed for inclement weather or other emergency or unforeseen conditions, the program room will also be closed. The Director will notify individuals or groups affected. The Library reserves the right to reschedule non-library groups in order to accommodate library programs. Advance notice of 30 days will be given.

ADDITIONAL

Upon confirmation of their reservation, Sponsors will receive a copy of the library's parking policy. Sponsors are expected to convey this information to meeting attendees.

Any key(s) issued to a Sponsor must be returned in the book drop immediately upon locking the Program Room. If any key is missing or not returned promptly, a fee of \$100 will be assessed to the Sponsor.

In the event that the Library charges a program room user a fine or fee (e.g., for repair or lost key), the individual or organization's use of the room is suspended until payment is received.

No open flames (candles, incense, etc.) are permitted.

Exits must be kept unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits. The Emergency Exit is not to be used except in cases of an actual emergency.

Chain of command in an emergency situation depends upon the nature of the emergency. In general, for a medical emergency, the chain is as follows:

- First responders (Fire, Police, EMTs, etc.)
- Library Director
- Library Director's designate and/or CPR-certified staff

For a building or grounds-related emergency, the chain is as follows:

- Department of Public Works (until 3:30 p.m. Monday through Friday)
- Police Department
- Library Director
- Library Director's designate

The Library Director must be notified promptly of any and all emergencies.