

EAST LONGMEADOW PUBLIC LIBRARY MEETING ROOM POLICY

Introduction:

The East Longmeadow Public Library's meeting rooms are used primarily for library programs. The meeting rooms may also be used by municipal or civic groups engaged in educational, cultural, intellectual, or civic activities and presentations, subject to availability.

Enterprises providing services or information to the open public at no charge may use the meeting rooms subject to availability and subject to approval by the Library Director. Meeting room facilities shall be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use.

Library meeting rooms may not be used for political campaigns, religious services, or fundraisers, except for those fundraisers sponsored by the Friends of the East Longmeadow Public Library.

The Board of Library Trustees reserves the right to alter and amend this policy and may restrict or extend the use of the library facility, as it deems appropriate.

Meeting Room Scheduling:

Use of the meeting rooms will be scheduled according to the following priorities:

1. Library-related meetings or programs (e.g. Board of Library Trustees, Library Staff, Friends of the East Longmeadow Public Library, etc.).
2. Municipal or civic meetings or programs (e.g. Board of Selectmen, Appropriations Committee, Town Management Information Systems (MIS) Committee, State representatives, scouting programs, Women's Community Club, East Longmeadow Garden Club, Chamber of Commerce, Jaycees, Lions' Club, Weavers Guild, etc.).
3. Other local non-commercial groups or private enterprises offering services or information at no charge.

Once a meeting room has been scheduled, a group having a higher priority level may not override another group's scheduled use of the room unless specifically recommended by the Library Director and authorized by the Board of Library Trustees.

Meeting Rooms Available:

1. Community Room
 - a. Seating: 75 people (audience style)
 - b. Format: open space to accommodate various seating arrangements
 - c. Kitchenette: available for preparation of light refreshments

2. Conference Room
 - a. Seating: 12 people
 - b. Format: Conference table and chairs (not removable)

Available Days/Times for Meeting Rooms:

1. During regular library hours:
 - Monday - Wednesday 9:30 a.m. to 8 p.m.
 - Thursday - Friday 9:30 a.m. to 5 p.m.
 - Saturday - 9:30 a.m. to 4:00 p.m.

Note: the Library is closed on Saturdays from June through Labor Day, Sundays, and on State and Federal holidays.
2. Beginning during regular library hours and extending beyond the library's closing time by pre-arrangement through the Library Director's office at least one (1) week prior to the requested date/time.

Group Responsibilities:

The group reserving the room must designate a responsible person who will make the reservation and be present while the group is utilizing the space.

Groups using the meeting rooms are responsible for:

- a. Notifying the library of any cancellations or changes in the group's schedule at least 24 hours prior to the scheduled meeting time;
- b. Setting up of chairs, tables, and equipment, as needed;
- c. Reporting to a library staff member any apparent room or equipment damage prior to using the room in order to avoid being held responsible for the damage;
- d. Returning chairs, tables, and equipment to their original arrangement/placement, leaving the room as it was found;
- e. Cleaning up all trash and food from the room/kitchenette and placing in appropriate containers;

Guidelines:

1. Meeting rooms are not available for use when the library is closed due to inclement weather or other emergency conditions.
2. No admission may be charged, contributions solicited, tickets sold, or money-making functions held, except for library-related events authorized by the Board of Library Trustees.

3. Meeting room reservations must be made by written application, notarized, and submitted to the Library Director (or designee) at least one (1) week in advance of the requested meeting date. Governmental agencies are exempt from having to submit a notarized application.
4. A general release form must be completed, witnessed, and submitted with the application.
5. Samples of the “Application for ELPL Meeting Room Use” form and of the “Release of All Claims” form are attached.
6. Applications must be submitted by a person who will be in attendance at the meeting, and designated by the requesting group as the person held responsible for the conduct of the meeting, adherence to all regulations (including Town By-Laws), and any resultant damages to library property.
7. Meeting rooms may be reserved up to three (3) months in advance of the meeting date, but not earlier, in order to allow flexibility in the arrangement of library programs. (This time limit applies to all reservations, including single and multiple reservations).
8. No more than four (4) reservations per calendar year may be made, in advance, by any one group.
9. A group may meet more than four (4) times per calendar year, provided it re-applies on a monthly basis and submits another notarized application after its fourth consecutive meeting.
10. When appropriate advance application may not be possible, as in the case of emergency or call meetings, the use of the meeting rooms may be approved at the discretion of the Library Director (or designee).

Conditions of Use:

1. The library is a smoke-free and alcohol-free facility.
2. Activities for minors (age 17 and under) must be supervised at a ratio of one (1) responsible adult per fifteen (15) minors.
3. The library is not responsible for damage to, or loss of, equipment, supplies, displays or display materials, or other items left behind or unattended either before, during, or after an event.
4. The fact that a group is permitted to use a library meeting room does not constitute an endorsement by the library of the group’s policies, beliefs, practices, or programs.

5. All publicity, such as advertisements, announcements, press releases, flyers, electronic postings, etc., relating to non-library sponsored meetings must state the following:
 - a. The meeting/event is not sponsored by the East Longmeadow Public Library.
 - b. The meeting/events being held in the library does not constitute an endorsement by the Board of Library Trustees and/or the library staff of the group's policies, beliefs, practices, or programs.

6. The Board of Library Trustees reserves the right to revoke the privilege of an organization for any future use of the library meeting rooms when it has been determined that there has been a misrepresentation by the organization of its stated purpose for a given meeting, or for non-compliance with the Meeting Room Policy.

The "Meeting Room Policy" is subject to review and amendment by the Board of Library Trustees.

Approved by the Board of Library Trustees, July, 2004.

Amended by the Board of Library Trustees, October, 2005.

Amended by the Board of Library Trustees, February, 2007.

Amended by the Board of Library Trustees, March, 2014.

APPLICATION for ELPL Meeting Room Use

Date of application: _____ Anticipated attendance: _____

Room requested: Conference Room Large Meeting Room (and Kitchenette)

Meeting Date: _____ Meeting time: from _____ to _____

Purpose of meeting _____

Name of organization: _____

Your name*: _____

Your phone#: _____ Your email address: _____

Your street address: _____

Your town & zip code: _____

Please sign and return this application to the East Longmeadow Public Library, 60 Center Square, Suite 2, East Longmeadow, MA 01028-2457 or fax to 413-525-0344.

Questions? Please call 413-525-5400, x1503

Meeting rooms are not officially booked until you receive a confirmation from the library.

I have read the attached Meeting Room Policy and Guidelines and agree to abide by the terms.

Your signature: _____

Check here if you would like a photocopy of this signed, confirmed application.

***The person reserving the meeting room must be in attendance at the meeting and will be held responsible as described in the Meeting Room Policy, Guidelines and Application.**

FOR LIBRARY USE ONLY

Date application received: _____ Date application confirmed: _____

Confirmation made via: phone fax email mail in person

Signature: _____
(Library staff person making confirmation)

Comments:

Approved by the Board of Library Trustees, July 2004; Amended by the Board of Library Trustees, October, 2005; Amended by the Board of Library Trustees, February, 2007; Amended by the Board of Library Trustees, March, 2014.