

# 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 meetings (e.g. Town Council, Planning Board, Conservation Commission, Board of Public Works, etc.)
3. Civic meetings or non-profit organization meetings (e.g. scouting programs, Women's Community Club, East Longmeadow Garden Club, Chamber of Commerce, Jaycees, Lions' Club, Weavers Guild, Rotary Club, United Way)
4. 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;

f. Exiting the room at the end of the designated, pre-approved meeting time.

### **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 and submitted to the Library Director (or designee) at least one (1) week in advance of the requested meeting date.

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. 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).

**Additional Guidelines: for non-profit organizations, civic groups, local non-commercial groups and private enterprises offering services or information at no charge:**

1. 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).

2. No more than four (4) reservations per calendar year may be made, in advance, by any one group.

3. A group may meet more than four (4) times per calendar year, provided it re-applies on a monthly basis after its fourth consecutive meeting.

**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***

***Amended by the Board of Library Trustees, April 2017.***

**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.

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**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.

Release of All Claims

I, \_\_\_\_\_, being the authorized representative of (Name of individual executing this release)

\_\_\_\_\_, the membership of which has, in consideration of said organization and its members and invitees, being allowed to participate in the use of the East Longmeadow Library meeting rooms and facilities and the programs offered or sponsored by the Town of East Longmeadow and the East Longmeadow Library and Board of Trustees do hereby forever release, acquit, discharge and covenant to hold harmless the said East Longmeadow Library Board of Trustees and the Town of East Longmeadow and their employees, of and from any and all debts, demands, actions, causes of actions, suits, claims, and damages on account of or in any way growing out of, directly or indirectly, all known and unknown personal injuries or property damage which the organization and its members and invitees may now or hereafter have resulting from the use by said organization its members and invitees of the East Longmeadow library and parking area and any activities and programs offered therein. In addition, the organization shall indemnify and defend the East Longmeadow Library Trustees and the Town of East Longmeadow and their employees from the claims made by any of its members and/or its invitees related to the use of the East Longmeadow library and parking area or its activities and/or programs.

Executed as an agreement this \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ on behalf of the \_\_\_\_\_ by the undersigned, its duly authorized representative.

Applicant's Signature \_\_\_\_\_

The above information was verified:

\_\_\_\_ Town Official/Town Employee

\_\_\_\_ Library Patron

\_\_\_\_ Driver's License: \_\_\_\_\_

\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
Library Director or Designee's Signature

ELPL Meeting Room Policy