

Meeting Room Use Policy

The Meeting Room Policy has been formulated to ensure that Lancaster residents have the greatest possible access to educational and cultural opportunities. The Thayer Memorial Library offers two meeting rooms, the Nathaniel T. Dexter and the Trustees Meeting Room.

- The Library meeting rooms are primarily for the use of the library, library-related organizations, and library sponsored programs.
- When not required for the use of the Library or library related organizations, they may be used by other groups.
- The Library encourages events that are open to the public free of charge. Meeting rooms are made available as a public service and booking a room in no way constitutes an endorsement of the program or philosophy of the group or the individuals using the facilities.
- The Trustees of Thayer Memorial Library reaffirm the American Library Association's Bill of Rights which states that facilities should be made available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting their use.
- The Thayer Memorial Library suggests a donation from some groups and individuals for the use of its facilities. Room use donations are made to the Thayer Memorial Library and funds are deposited into the Library's gift fund.
- Staff and officers of the Friends of the Thayer Memorial Library may use the rooms for Library sponsored events without charge. There is no donation suggested for library agencies such as CMRLS and MBLC.

Descriptions of the Rooms

The Nathaniel T. Dexter Room is located on the ground level. The maximum fire code capacity of the room is 68 people. There are 5 conference tables and chairs. There are no telephones in this room.

The Trustees Room is located on the ground level. The maximum fire code capacity of the room is 22 people. There is one conference table with chairs. There is no telephone in this room

Eligible Organizations (in priority order):

1. Library Programs
2. Library-related Groups, such as Friends of Thayer Memorial Library
3. Civic, School and nonprofit groups presenting meetings of public interest
4. Other groups not included above, and not specifically excluded in the Thayer Memorial
5. Library Meeting Room Policy

Reservations

- Reservations may be made in person or over the telephone with the Director.
- A completed application and donation, if applicable, confirms the reservation.
- Reservations are made on a first come, first served basis.
- The signer of the agreement will be held responsible for any damages to the facilities.
- Clean up charges will be assessed in cases of unusual wear and tear on the room.
- A non-Thayer Memorial Library sponsored group may use one meeting room for up to three (3) consecutive (e.g. same day each week or month) meetings scheduled at any time.
- Space may be reserved up to 3 months in advance on a space available basis.

- Library staff may reserve rooms for Library events up to 24 months in advance.
- Reservations should be made at least 24 hours in advance, however we will attempt to accommodate walk in requests.
- We respectfully request notice of cancellation of a reservation 5 days (of Library operation) in advance. We are unable to issue donation refunds.
- Failure to cancel or to appear for a reservation may result in forfeiture of room use privileges.
- The Library reserves the right to refuse service to patrons with an outstanding Library bill over \$25.00.

Questions about this policy should be directed in writing to the Director.

Special Conditions for Use of the Thayer Memorial Library Meeting Rooms

- Groups sponsoring events are responsible for liability of the participants, both active participants and the audience, in any program on Library property.
- The Library will refuse space to individuals or organizations, which have previously failed to comply with stated conditions for use. This includes (but is not limited to) failure to allow staff to follow normal lock-up procedures, excessive noise which causes complaints from other Library users, or failure to make a reasonable effort to clean up after serving refreshments.
- When reserving a room, specify the number of chairs needed and other equipment needed. The Library will provide chairs and tables assigned to each room and other equipment, as available. The event sponsor must set up equipment and chairs. After the event, the room must be returned to the condition in which it was found.
- All events, including clean up, must conclude 15 minutes before the library's closing time. Groups meeting AFTER HOURS must complete orientation for building lock-up. Orientations are scheduled at specific times by the Director. . Non-municipal organizations who wish to meet after hours must provide proof of liability insurance.
- Sponsors of events serving beverages and refreshments are responsible for all cleanup and other food arrangements. Kitchen facilities may be used to serve beverages and light refreshments.
- Cooking and serving meals in Library meeting rooms is not permitted. All food, beverages, equipment, materials, supplies, garbage, etc. shall be removed from the facilities immediately after the event by the applicant.
- The Library does not provide flatware or serving dishes.
- Should cleaning be required after an event, the event sponsor will be charged for all cleanup costs.
- Sponsors of events must indicate on their room application that food will be served.
- Food and beverages are not permitted in any Library areas other than the kitchen and meeting rooms.
- No material may be attached or affixed to windows or wall surfaces.

Smoking is not permitted in the Library or on the Library premises. Smoking is not allowed within 25 feet of the building entrance

Snow Days -- Bad Weather Guidelines

In the event the Library closes due to inclement weather or other emergency the Director will attempt to contact Meeting/ Event host to notify of closure.

All meetings are cancelled if the Library is closed due to emergency or inclement weather.

It is the group's responsibility to ascertain the Library status.

Alternative Meeting Locations:

Lancaster Town Hall – 978-365-3326

Main Level, 695 Main St., P.O. Box 293

Lancaster, MA 01523-0293

First Church Christ, Unitarian – 978-365-2427

725 Main Street, PO Box 66,

Lancaster, MA 01523

Meeting Room Application Form

Thayer Memorial Library

Meeting Room Application Form



General Information

Date:	
Is this a Town sponsored event?	Yes _____ No _____
Name of Organization:	
Purpose of Request:	

Contact Information

Name:	
Address:	
Phone(s):	
E-Mail:	

Please note information is only used to contact Applicant in case of room cancellation or emergency closure.

Room Information

Room Requested: (Check One)		# of Attendees
<input type="checkbox"/>	Nathaniel Thayer Dexter Meeting Room (Maximum occupancy = 68)	
<input type="checkbox"/>	Library Trustee Meeting Room (Maximum occupancy = 22):	
Date Requested:		
Hours Requested:		
Will use of the kitchen be needed?	Yes _____ No _____	
Will refreshments be served?	Yes _____ No _____	
If so, what type?		
Do you know the opening and closing procedures for meetings which occur when the library is closed?	Yes _____ No _____	

If a meeting is scheduled while the Library is closed Non-Municipal applicants must provide proof of liability insurance.

If you answered the last question above with "No" please request to see the Thayer Memorial Library's Meeting Room Opening and Closing Procedures" from the staff. Please see the Director for additional information.

I have read the Thayer Memorial Library Meeting Room Policy and I agree that my group or organization will abide by its provisions. I further attest that I am an authorized representative of the group, agree to ensure that the group conforms to the provisions of the policy, and assume responsibility for any non-compliance.

INDEMNIFICATION

In consideration of being permitted to use the Thayer Memorial Library meeting room facilities for the purposes stated herein, the Applicant hereby agrees to hold harmless the Town of Lancaster, its officers, boards, agents and employees from any loss, damage, cost, charge, expense (including reasonable attorney’s fees) or claim for injury to person or property, which the Applicant may have or incur as a result of its use of the Town’s property for this limited purpose on the specified date, except for any such loss, damage, cost, charge, expense or claim resulting from the negligent or willful acts or omissions of the Town of Lancaster, its employees, agents, servants and contractors. By signing below the applicant agrees to pay any damages resulting from the use of the meeting room as assessed by the Board of Trustees.

Signature of authorized contact person:

Name:		Date:	
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For Library Use Only

Date:			
Application Approved?:	Yes _____	No _____	
Name (Library Director):			
Signature:			
Proof of Liability Insurance Provided?:	Yes _____	No _____	

The following codes are provided for the expressed purpose of accessing the Library’s meeting room on _____ and are only to be utilized by the applicant who signed the original meeting room use policy.

The following information shall not be shared with any other person at any time without the prior consent of the Library Director. If for any reason the Library’s security is compromised due to the mishandling of this document or the information it contains, the applicant will notify the Library immediately.

Name:		Date:	
Entrance Code:			
Alarm De/Reactivation Code:			