

THAYER MEMORIAL LIBRARY
Meeting Room Policy
May 2019

This Meeting Room Use Policy has been approved by the Trustees of the Thayer Memorial Library 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 Meeting Room and the Trustees Meeting Room. The Library meeting rooms are primarily for the use of the Library, Library-sponsored programs, and Library-related organizations. 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 and 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 Library Bill of Rights, which states that facilities should be made available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use.

The Thayer Memorial Library suggests a donation from 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 the Massachusetts Library System and the Massachusetts Board of Library Commissioners.

Descriptions of the Rooms

The Nathaniel T. Dexter Room is located on the ground floor of the Library. The maximum fire code capacity of the room is 68 people. There are three conference tables and chairs.

The Trustees Room is located on the ground floor of the Library. The maximum fire code capacity of the room is 22 people. There is one conference table with chairs.

Both meeting rooms have access to the Library's Wi-Fi but neither have telephones.

Eligible Organizations

Library meeting rooms are open to organizations engaged in educational, cultural, intellectual, or charitable activities. A business or commercial entity cannot sell or promote its products or services on the Library's premises. The priority in which the Library schedules meeting room is as follows:

- Library-related meetings, events and programs;

- Library affiliates, such as the Friends of Thayer Memorial Library or the Massachusetts Board of Library Commissioners;
- Meetings held by a Town, State or Federal Agency or official;
- Civic, school and nonprofit groups presenting meetings that are educational, cultural, intellectual, or charitable in nature; and
- Other groups not included above, and not specifically excluded under the terms of this Meeting Room Use Policy

Reservations

Reservations are made on a first come, first served basis. Reservations may be made in person or on the Library's website. A completed application must be reviewed and approved by the Library Director or his proxy before a meeting room can be reserved. The signatory on the application form must attend the meeting/program and ensure that the Meeting Room Use Policy and all Library rules are followed.

Any group that is not sponsored by the Library may use a meeting room for up to three consecutive meetings (e.g., the same day each week or month). Space may be reserved up to three months in advance on a space available basis. Reservations should be made at least 24 hours in advance, however, Library Staff will attempt to accommodate walk-in requests.

Applicants may request a certain room, but the Library reserves the right to designate which room will be assigned. Attendance is limited to the fire code capacity of the room assigned. Room assignments may be changed based on the number of individuals attending the meeting.

If a reservation for a meeting room needs to be cancelled, the Library requests advance notice of at least 24 hours (of Library operation). 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 any individual with an outstanding Library bill. The Library's Board of Trustees reserves the right to cancel any meeting without notice.

Special Conditions for the 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 that have previously failed to comply with this Meeting Room Use Policy. This includes (but is not limited to) failure to allow staff to follow normal lock-up procedures, excessive noise, or failure to clean up the meeting room after use, especially after serving refreshments.

When reserving a room, the applicant should specify the number of tables and chairs needed. If any other equipment is needed it must be requested in advance and will be provided 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.

The applicant for any group meeting AFTER HOURS must complete an orientation for building lock-up. The Director schedules orientations as his schedule permits. Non-municipal organizations wishing to meet after hours must provide a certificate of liability insurance covering the specific event and listing Town as named insured.

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. The applicant shall remove all food, beverages, equipment, materials, supplies, garbage, etc. from the facilities immediately after the event. 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 anywhere in the Library. Smoking is not permitted in the Library or within 25 feet of the Library premises.

Applicants using audio-visual aids are responsible for adhering to current copyright laws.

The Library and the Friends of the Library may use the meeting rooms to hold fundraising events. Fundraising activities of other non-for-profit applicants may be permitted at the sole discretion of the Library's Board of Trustees.

A business or commercial entity may use the Library's meeting rooms for internal business meetings, but cannot sell or promote its products or services on the Library's premises.

The Library and the Town of Lancaster shall not be held responsible for the loss or damage to personal property of group members while on the premises.

The applicant is responsible for the supervision of all children who may attend its event. Children shall be supervised by an adult who must remain with them.

The Library reserves the right to revoke or refuse permission to use a meeting room. Factors including, but not limited to, the possibility that a proposed meeting or event will be disruptive to the Library's services and programs, impede Library Staff or patrons, or endanger the Library's building or collections, will result in rejection of the meeting room use application.

The Thayer Memorial Board of Library Trustees provides equal access to Library facilities and does not discriminate on the basis of religion, race, color, creed, national origin and does not support or condone such discrimination by allowing the use of its facilities by any such discriminatory entity.

Inclement Weather Policy

In the event the Library closes due to inclement weather or another emergency, Library Staff will attempt to contact the Meeting/ Event host to notify them of the Library's early closure. All meetings are canceled if the Library is closed due to emergency or inclement weather. It is the host's responsibility to ascertain the Library's operating status.