

Millis Public Library

Meeting Space Use Policy

The Millis Public Library welcomes the public use of its meeting spaces in keeping with the Library's mission to inform and enrich our community by creating and promoting access to a vast array of ideas and information for lifelong learning and creating a comfortable place to visit and use.

Library Meeting Spaces

There are five reservable public use meeting spaces:

- **Local History Room** measures approximately 12' x 10' and contains one 6' x 4' conference table. The table seats six. With extra chairs, the room itself can accommodate up to a maximum of 15 people. The floor is carpeted.
- **Roche Family Community Room** measures approximately 32 ft. square. Up to 12 conference tables and 80 chairs are available to furnish the room. The floor is linoleum. There is an attached kitchenette with a refrigerator, microwave and sink.
- **Two Independent Study Rooms** measure 6' x 8' each, contain a table and two chairs and can accommodate up to 4 people maximum.
- **Courtyard Patio** located in the Library Courtyard is available in season and measures 20' x 55'. The Courtyard Patio can be accessed directly from the parking lot, through the Library Courtyard from the Exchange Street sidewalk and through the main library doors during regular hours. The Courtyard can also be accessed directly through the Roche Family Community Room by double doors. Reservation and use of the Courtyard Patio does not include use of the entire Library Courtyard, nor, does it include use of or guarantee access to or through the Roche Family Community Room. There are 6 café style tables and 20 chairs available for use on the patio.

Any meeting space user may request use of the kitchenette attached to the Roche Family Community Room as part of their application.

The Library reserves the right to assign rooms based on availability, size of group and planned use, in order to accommodate the greatest number of users. The number of attendees is limited to the maximum capacity for each space as determined by the Fire Chief.

Priority Of Use/Fees

The Millis Public Library charges some groups/individuals for the use of its facilities. Fees are based on type of use as defined below. **Final determination of organization classification will be made by the Library Director/Board of Trustees.**

Fees are due one week prior to the scheduled meeting space use. Payment is by check or money order made out to the "Millis Public Library Special Use Fund." **Note: After hour staffing fees are additional to these basic room fees.**

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1. Library

Library meeting spaces are primarily for the use of the library, library related organizations, and library sponsored programs.

2. Non-Profit End Users

Individuals, private groups, government agencies and Town of Millis departments, committees or commissions for non-commercial use (i.e., no admission fee, vendor fee and/or donation is requested or received). Examples include historical committee meeting, scout meeting or book club gathering.

No Fee for Use of Meeting Spaces

3. Non-Profit End Users - Revenue Generating Use

Individuals, private groups, government agencies and Town of Millis departments, committees or commissions whose events or meetings involve admission fees, vendor fees, donations or a commercial use. Examples include craft fairs or special programs with fee.

- Local History Room - \$20 flat fee 0-4 hours; thereafter, \$5/hr or part thereof
- Roche Family Community Room - \$40 flat fee 0-4 hours; thereafter, \$10/hr or part thereof
- Independent Study Rooms – no fee
- Courtyard Patio - \$20 flat fee 0-4 hours; thereafter, \$5/hr or part thereof

4. For-Profit and/or Commercial End Users

Private individuals or private groups whose events or meetings involve collecting admission or vendor fees in accordance with this policy. (Examples include seminars and workshops.)

- Local History Room - \$40 flat fee 0-4 hours; thereafter, \$10/hr or part thereof
- Roche Family Community Room - \$100 flat fee; thereafter, \$25/hr or part thereof
- Independent Study Rooms – no fee
- Courtyard Patio - \$40 flat fee 0-4 hours, thereafter, \$10/hr or part thereof

General Conditions of Use

Legal Use

All meetings in Library facilities must comply with this policy as well as Federal, State and Town of Millis laws and regulations.

Liability

Groups which reserve and use a meeting space are responsible for any damage or misuse of Library property, shall indemnify the Library against damage or injury and must provide proper

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supervision at all times. Groups sponsoring events are responsible for liability of the participants, both active participants and the audience, in any program on Library property.

Compliance

Library meeting space users shall comply with this policy and the established *Rules for Library Meeting Space Use (Attachment I)*. 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.

Non Discrimination

Based on the philosophy expressed in the American Library Association's Bill of Rights, the Millis Public Library does not discriminate in permitting use of its meeting spaces based on the beliefs or affiliation of individuals or groups requesting use. Booking a space in no way constitutes an endorsement of the program or philosophy of the group or the individuals using the facilities. Meeting or event advertisements or announcements implying such endorsement are not permitted.

Library Environment

Meeting space is made available as a public service and will always be subordinate to the Library's need to provide a safe, peaceful and respectful environment. No use of meeting space will be allowed that is deemed likely to disturb library patrons in their customary use of library facilities, impede library staff in the performance of their duties, or endanger the library facilities or collection.

Oversight

Library staff and Trustees reserve the right to attend any meetings held in Library facilities.

Fees

The Library encourages events that are open to the public free of charge. Any organization charging fees, requesting donations or accepting free will offerings must have express written consent of the Library Director/Library Board of Trustees.

All fees must be detailed on the application.

Commerce

No sale of goods or services nor the solicitation for future sales or services will be permitted without prior express consent of the Board of Library Trustees. Note that groups using the Library meeting spaces may sell merchandise if merchandise is program related and they have prior approval, including charging for the cost of meeting materials or other meeting expenses.

Social and Commercial Use

The room is not available for purely social functions (functions designed for entertainment for family, friends or associates) or for commercial uses (functions where personal or business

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profits are the chief aim of the meeting), except as permitted by this policy. Examples of prohibited uses include family reunions, individual or private parties, and, individual or group sales gatherings.

Political Group Use

The Millis Public Library building and property are publicly owned by the Town of Millis and subject to restrictions set forth by the State of Massachusetts on the use of public buildings for political use.

A political party or political group may use space at the Millis library for a program provided that

- The event features a guest speaker on a theme or topic and is not a campaign rally
- The event is open to the public
- An admission fee is not charged
- It is held during open hours and staff are available and present
- No fundraising or collecting of money (including “free-will” donations) can take place in the building or on the property
- No distribution of campaign or party/group related buttons, flyers, posters, etc. in the building or on the property

The event must be advertised as "Presented by group x" and "held at the Millis Public Library." The Millis Public Library must not be listed as a host or sponsor on any flyers or advertising.

The Library Director and Board of Trustees reserve the right to cancel an event if this policy is violated.

Specific Meeting Space Requirements

All events/meetings held during Library business hours must:

- End 15 minutes before the library’s scheduled closing time
- Have space returned to its original condition by closing time
- Have premises vacated prior to closing time.

Failure meet these requirements will result in additional charges for both meeting space use and for library staff time at rates consistent with this policy.

Courtyard Patio

All furniture and other supplies must remain on solid surface, i.e., not be placed on the grass or other landscaping.

Cleaning

In all spaces, including the Courtyard Patio, the person making the application shall be responsible for cleaning the space immediately after the use and the removal of all trash to the outside covered trash receptacle. Cleaning charges will be assessed if there is exceptional/additional post use cleaning required as determined by the Library Director.

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Reservations

Who Can Reserve a Space?

The applicant must be a resident of Millis, over 18 years of age, and be in attendance when the meeting room is in use.

When Can Spaces Be Used?

Meeting Spaces may be used during and outside of normal library operating hours as allowed by this policy. During hours, events, including clean up, must conclude 15 minutes before the library's scheduled closing time. Groups meeting AFTER HOURS must pay \$25/hour to a qualified staff person in addition to any space rental fee.

Non-Millis Public Library groups may use reserved meeting space no more than twice per month. A space may be reserved up to 3 months in advance. Library staff and Library related groups may reserve rooms for library events up to 24 months in advance.

All reservations must be completed; i.e., reservation made, application submitted and any payments made, one week prior to the scheduled use. All reservations will be confirmed to the applicant **at least** 24 hours in advance by the Library Director.

How Can I Reserve a Space?

Fill out a Meeting Space Reservation Application, available at the library or at the library website (www.millislibrary.org).

Space Reservations may be made in person, via email, or over the telephone. All reservations must be approved by the Library Director. A completed application, payment of any applicable fees and approval by the Library Director confirms a reservation.

What Do I Need to Know?

When reserving a room, specify the number of chairs and other furniture needed. The Library will provide furniture assigned to each room. Furniture from other rooms in the Library may not be used.

Library audiovisual equipment may be requested on the Room Reservation Form. Equipment reservations must be made and confirmed at least 3 days of Library operation in advance.

NOTE: The user is responsible for scheduling any training in the use of library equipment in advance of the meeting. Equipment trained Library staff may not be available to assist in trouble-shooting equipment the day/time of the event.

Groups may also arrange to bring their own equipment and/or supplies with prior notification on the application. The Library is not responsible for equipment, supplies, or any other materials owned by the group and used in the Library.

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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.

When Should I Reserve a Space?

Completed applications and fees are due a minimum of one week prior to scheduled meeting space use. Applications should be filled out as far in advance as possible (up to 3 months for non-Library organizations) to provide the best chance of securing the desired space/s and resource/s.

Cancellation by User

Reservation must be cancelled 3 days (of Library operation) in advance. Failure to cancel or to appear for a reservation will result in forfeiture of room use privileges and fees.

Approval/Cancellation by Library

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

Weather Closure

Library activities and services will be open as usual unless specific announcements are made to the contrary. Such announcements will be made on the library website, www.millislibrary.org, the library's voice mail message, 508-376-8282. Signs will be posted at the Library entrances if the Library closes due to inclement weather.

Rescheduling events: The Library staff will attempt to contact sponsoring organizations if the Library closes, forcing cancellation of a program. An attempt will be made to reschedule, based on space available. Organizations are allowed to reserve "snow dates" if they wish. However, it is the group's responsibility to ascertain that the Library has not opened for the day by checking the above mentioned sources.

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

Approved by the Board of Trustees on June 24, 2013