

Attachment I

Rules for Library Meeting Space Use

The Millis Library Board of Trustees anticipates that the Millis Public Library meeting spaces will be a widely used Millis community resource. Because of the very limited resources the Library has to maintain them, all users must take notice of and comply with these rules which work in conjunction with the Library's Meeting Space Use Policy.

Failure to comply with these rules and/or pay assessed fees will restrict the group's ability to use library meeting space in the future and may result in fees being levied.

1. **Responsible Person:** The person signing the application must be a resident of Millis, over 18 years of age, and be in attendance when the meeting room is in use. S/he shall be responsible for the conduct of the group, payment of any bills, and for protection of Library property in connection with the meeting. The Library shall be promptly reimbursed by the signing party for any expense, cleaning or damage resulting from the use of the facility.
2. **Access to Meeting Spaces:** Meeting Spaces may be used during and/or outside of normal Library operating hours as approved.

All meetings held DURING Library business hours MUST end at least 15 minutes before the library's scheduled closing time. The space must be returned to its original condition and the 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.

Groups meeting AFTER HOURS must pay \$25/hour to a qualified staff person in addition to any space rental fee. After hours events must end at the scheduled time or additional charges will be assessed for both meeting space use and for library staff time at rates consistent with this policy.

3. **Liability:** Groups sponsoring events are responsible for liability of the participants, both active participants and the audience, in any program on Library property.
4. **Charges:** No applicant or end user may charge an admission-type fee for any event or program, except as specifically permitted by the Meeting Space Usage Policy and with prior approval of the Library Director.
5. **Publicity:** In approving an application the Board of Library Trustees and library staff do not imply any endorsement of the group's beliefs, policies or program. No group may, in any of its publicity, state or suggest that the Millis Public Library, the Board of Library Trustees, the Town of Millis, or the library staff sponsors or endorses the meeting, the group, or any particular set of ideas.

For all non-Library sponsored events the following guidelines apply:

- a) Communications about meetings should give the library address for information only.

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- b) Usage of any Library phone number as a contact phone number in any communication is prohibited.
 - c) The Library will not serve as a point of contact regarding the meeting content or for those who wish to contact the meeting organizer/s.
 - d) Any printed or electronic marketing materials that include the Library's name and address MUST include the disclaimer: "This event is not sponsored by the Millis Public Library."
6. **Refreshments:** Sponsors of events serving beverages and refreshments (prior approval needed) are responsible for complying with all related Millis food and beverage service regulations, all clean up and other food arrangements. Groups may request use of the kitchenette, which includes a sink, microwave and refrigerator, in their Reservation Application. The Library does not provide flatware or serving dishes. Should exceptional cleaning be required after an event, the event sponsor will be charged the actual cost of the cleaning.
7. **Space Set-up:** The library staff provides no furniture moving, set-up or hospitality services. Furniture requested on the application will be in the space at the appointed time. No other furniture from elsewhere in the library may be moved.
8. **Signage/Decoration:** Prior to the use of any meeting space use, the Library reserves the right to review any signage, decorations or literature to be displayed at the facility for compliance with the Meeting Space Use Policy. No signage or other items may be affixed to the walls, woodwork, ceiling, windows, or furniture. Decorating is permitted, but certain types of decorations are prohibited, Restrictions include, but are not limited to:
- a. Confetti
 - b. Burning candles or incense, any type of open flame
 - c. Decorations incorporating metallic glitter
 - d. Nails, thumbtacks or staples on any room surface
 - e. Tape on walls, ceiling or woodwork.
- All decorations and displays must be fully removed at the conclusion of the meeting.
9. **Library Owned Audiovisual (AV) Equipment:** AV equipment requested on the application and approved by the Library Director will be in the space at the appointed time ready for use. No AV equipment (e.g., large screen TV) may be used without prior request and approval. AV equipment must be left as it was found. Charges will be assessed in cases of unusual wear and tear on or missing AV equipment. The signer will be held responsible for any damages to the facilities as assessed by the Library.
10. **Clean-up:** No custodial services are provided in connection with the use of the meeting spaces or kitchenette. The person making application shall be responsible for cleaning of the rooms immediately after the use and the removal of all trash to the outside trash receptacle. Attachment II of the Meeting Space Use Policy provides a

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list of cleaning and furniture storage requirements for each space and should be reviewed by the reserving party prior to use of the space. Failure to leave the space clean as required will result in charges assessed at actual cost cleaning necessary to clean the space. Failure to leave meeting space furniture in the required manner will result in a \$20 fine. Charges will be assessed in cases of unusual wear and tear on the space. The signer will be held responsible for any damages to the facilities or cleaning charges assessed by the Library.

11. **Lost and Found:** The Library is not responsible for any items left on the premises. Any equipment, furnishings or belongings left by the applicant or those that attend the meeting shall be placed in the Library's Lost and Found. The Library's Lost and Found receptacle will be emptied monthly with all unclaimed items donated to charity or discarded. There will be no payment or replacement for any items lost. Insurance coverage is not provided.
12. **Access to Exits:** All exits must have a clear 3-foot wide path and be completely unobstructed at all times. Facility users are responsible for checking for posted fire exits and evacuation procedures.
13. **Unsupervised Children:** Those attending meetings may not leave unsupervised children in the library. Minors in the room must be supervised at all times.
14. **Children Related Activity:** When an activity involves children, the signer will be responsible to ensure children are released to authorized persons. This is an important safety issue and the library assumes no responsibility for children attending such activities.

Approved by the Board of Trustees on June 24, 2013