

## **Chelsea Public Library Meeting Room Policy**

*Outside groups are permitted and encouraged to use the library facilities noting these statements and guidelines:*

- Due to space constraints, the library can not be reserved or used as a meeting room during open hours, with the exception of library programming.
- The library does not advocate or endorse the viewpoints of those using the library.
- Activities or programs conducted must be free of charge and open to the public.
- Programs must be non-soliciting in nature.

### **Guidelines for Use**

*The Library shall be reserved following these guidelines determined by the Board of trustees in cooperation with the librarian.*

1. Priority is given first to library sponsored events, then to town-related events, then to non-profit organizations. No business transactions will be permitted.
2. Meeting rooms may not be used for solicitation, promotion or sales of items or service, worship services, or private social or celebratory events.
3. Groups wishing to use the Library's A/V equipment during a meeting must make arrangements to have an adult member of the group instructed in equipment use by the Library Director. More detail on this can be found in the Chelsea Public Library's Projector and screen policy.
4. Alcohol, drugs or smoking are prohibited anywhere in the library by outside groups using the space.
5. All groups are required to leave the meeting area in a neat, clean and orderly condition. This is not the responsibility of the library or staff. A vacuum cleaner is available.
6. The contact person/organization reserving the meeting room shall be responsible for any damage to or loss of library property. If library property is either damaged or lost, the Library Director shall obtain estimates for the repair of the damage or the cost of the replacement of the lost property. The individual or group will then be responsible to pay that amount to the library.
7. Groups may not leave materials in the building with the intent of storing them for future meetings. The library must be left in the same condition in which it was found. Tables and chairs should be returned to their original places.
8. Groups failing to comply with any part of this policy or established procedures will be denied future use of the meeting room.
9. Keys must be picked up at the library during normal business hours and dropped in the outside bookdrop after use.
10. Groups wishing to use the Library space must fill out the attached Meeting Room Request Form.

## Chelsea Public Library Meeting Room Request Form

Name of Organization: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Time and expected length of meeting: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Alternate Email Address: \_\_\_\_\_

Your signature below indicates that you have read the Library as a Meeting Space Policy and the guidelines for use and indicates your agreement to the policy and guidelines. Failure to comply may prohibit the above group from using the space in the future.

\_\_\_\_\_

Signature of Representative

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Librarian or Library Trustee

\_\_\_\_\_

Date