

Moses Greeley Parker Memorial Library Meeting Room and Use of Library Facilities

Purpose of Meeting Room Use

The Trustees of the Moses Greeley Parker Memorial Library have formulated these policies on meeting room and facilities use to ensure that the people of Dracut have the greatest possible access to library services, as well as educational and cultural opportunities sponsored by the library and other civic, social and community groups.

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. Advertisements or announcements implying such endorsement are prohibited. Groups and individuals may use the library's facilities for a variety of purposes, although some groups or individuals may be charged room rental or fees for staffing based on a variety of factors. It is the purpose of the MGP Library Board of Trustees to provide space for activities that are substantially related to the Dracut community.

Meeting Rooms are available for educational, informational, artistic, recreational, civic and limited commercial purposes provided that such use does not interfere with regular library services or programs and that those groups using the facilities conform to the rules of these policies. Failure to conform to the rules will result in cancellation of any meetings scheduled, and permanent suspension of a group's privilege to use library facilities. Preference for use of the rooms is given in the following order:

- 1) Library use (including Foundation/Friends of the Library activities), Town of Dracut.
This includes any program, event, fundraiser, activity or meeting sponsored or co-sponsored by the Trustees, the Library staff, or the Foundation/Friends of the Library and Town Government boards currently subject to the Open Meeting Laws of the State of Massachusetts. Groups should not assume Library sponsorship unless it is specifically agreed upon, and such sponsorship should be stated in all publicity.
- 1) Civic Groups & Events, including voting.
A civic group is defined as a non-profit, public service group conducting activities for the public good, or a locally based group that is educationally or culturally oriented in its major purpose. Local, state and federal government agencies are considered civic organizations. Political meetings are excluded.
- 2) Non-profit and charitable organizations
Groups that have a 501c3 tax status, but do not fall into the Civic Group category
- 3) Social groups and events, and local Associations.
Trustees will consider on a per event basis.
- 4) Tutoring and Instruction
All tutors are required to register with Library staff on the MGP form, annually. Use is covered in the MPG Tutor Registration form. Only tutors operating in conjunction with the Dracut School System, or a Trustee approved organization will be granted use on an "as available" basis.

Exceptions to this policy may only be made at the discretion of the Board of Trustees, subject to appeal, as the Board in its sole discretion deems in the interests of the Library and the community. The Library Trustees reserve the right to refuse the use of the facilities or to cancel

any reservation when they deem that action to be in the best interest of the Library or the Town. Regular library service and library sponsored activities take precedence over all other activities and meetings/programs of any outside organization. If any proposed meeting is deemed likely to interrupt regular library service, or if the attendance at any meeting will prove a disruption to library patrons, either because of noise or parking limitations, the request for meeting space will be denied. The Trustees must determine that any proposed meeting or activity would be in compliance with all rules and regulations set out in this document. In making said determination the Board may consider the contents of the application form, the history of the group's use of library facilities, the history of the group's use of facilities elsewhere, and such other information as they may deem appropriate.

Unanticipated meetings involving or impacting Dracut residents may be scheduled at the discretion of the Trustees and/or staff. The appropriate form must be completed upon the subject's arrival at the library.

Non-library organizations or individuals may not book any meeting room(s) more than 12 times in any calendar year (Jan. – Dec), and no meeting room may be booked more than six months, or six meetings, in advance. Twice yearly (in January and July) the meeting room schedule will be evaluated to ensure that no organizations are monopolizing space. While organizations are welcome to meet at the library, they should in no way assume that they may meet in perpetuity at the library, and the library will not serve as headquarters for any organization (except the Foundation/Friends of the MGP Library, and the Town of Dracut.)

The Library staff reserves the right to move meetings from one room to another, during Library open hours, based on the varying needs of the library and different groups using the facilities.

Any group meeting at the MGP Memorial Library must be sponsored by a Dracut resident. The Dracut resident must sign the Meeting Room Request form. Library staff may need to address questions or concerns about the meeting, and will use the contact information on the form for that purpose.

All meetings and activities held at the Library or on the library grounds must be open to the public, or be held by organizations that have membership open to the public. No admission fee may be charged, except with the express permission of the Board of Trustees, or unless the event directly benefits the library.

The Trustees will not approve room use to any group likely to disturb library patrons, impede library staff, or endanger the library building or collection. The Trustees also reserve the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular library functions.

Meeting Rooms Available

The MGP Memorial Library has one large, public, meeting room that is available for use before, during, or after library hours. The Story/Craft Room is available, during library hours, if not in use by the Children's Librarian. No business use of Library rooms is allowed.

The Large Meeting Room

The Hall seats about 100 people. It has an open floor plan. There is a small kitchen area in the rear of the room. The Meeting Room is available for public programs and some functions.

Available after hours.

The Story/Craft Room

This is a fairly large room, available only when there are no programs scheduled for the children. This room is suitable for non-posted, larger meetings.

Not available after hours.

Second Floor Study Room

This is a small room with a door that is suitable for small meeting, for a maximum of 4 – 5 people.

Not available after hours.

Two small study rooms

The two small, open study rooms are best suited to one-on-one quiet study. Tutors should refer to MGP Tutor Registration Form for details.

Not available after hours.

General Guidelines & Policies

- 1) Designated Library staff members will be the contacts for room reservations, after Trustees review and approval. The Library Director will be the contact to set up meetings subject to the Open Meeting Law that require posting at Town hall. Anyone wishing to book the meeting room must fill out a Meeting Room Reservation form, and speak to designated staff if they have any questions or concerns.
- 2) A Meeting Room Reservation form for non-posted meetings must be filled out before a booking will be confirmed. This form must be signed by a Dracut resident and by the person who will be responsible in the event of any problems or damages.
- 3) Meeting rooms may be booked a maximum of 12 times per year by any one organization, and may be reserved no more than six months in advance. Groups wishing to book multiple meetings may file one reservation form, but must fill out a new one when booking a new “group” of meetings.
- 4) Attendance is limited to the seating capacity of the room assigned. Assignments may be changed at the discretion of the Library Director and designated staff. Seating capacity limits and fire codes are strictly enforced.
- 5) Applicants must let staff know if they will be meeting after the Library closes, so Custodial staff can be on site to close the building after the meeting. Payment is required in advance for such a reservation.
- 6) In publicizing an event, the library must not be listed as a sponsor unless express permission has been given to do so. Publicity may give the name and address of the library as the meeting location, but may not use the library’s phone number, or invite potential attendees to contact the library for information.
- 7) Applicants may request the Meeting Room, however it is the only sizeable room available and may be booked already. Library and Foundation/ Friends of the Library, and Town of Dracut activities take precedence over all other meetings. Outside meetings

- and programs may be “bumped” for library use, unless already advertised, although the staff will always attempt to give as much notice as possible to groups previously booked.
- 8) Parking at the library is limited, and when the library is open, some spaces should be available for library patrons who wish to conduct regular library business. Groups meeting at the library or holding activities on the premises, especially during busy times, or who are going to be in the building all day, should park elsewhere. Failure to comply with this request may result in a suspension of meeting room privileges.
 - 9) Applicants booking large meetings must contact the Dracut Police Department to see if security is needed for a group meeting. The Dracut Police Chief will determine what level of security is appropriate.
 - 10) Applicants are responsible for the adult supervision of all children who may accompany meeting attendees, and an adult must remain with them at all times. Minors may not reserve a meeting room, nor can they serve as sponsors for a meeting.
 - 11) Storage of materials prior to or following an event is not allowed. The Library and staff are not responsible for anything left on the premises at any time. The library will not store anything for groups even if they meet regularly at the library. The library is not responsible for loss, theft or damage to any equipment or belongings brought in by an applicant or the people attending a meeting or event.
 - 12) Tutoring is allowed in the library as long as it does not interfere with other users’ enjoyment of the facilities. Tutors who are tutoring for the Dracut School Department will be given preference in room assignments. Colleges, universities or other schools being paid by students to attend a class should pay a fee to be determined by the Trustees.
 - 13) Nothing may be affixed to walls, windows or ceilings, and no signs may be posted without the permission of the library director or, in her absence, the building supervisor. Signs may not be posted outside of the building without permission of the library director.
 - 14) While the library staff may try to assist groups in room set up when possible, it is the responsibility of the group/individual to set up chairs, tables and equipment, and to return the room to the way they found it.
 - 15) Cancellation of a room reservation should be done as soon as possible and at least 5 days prior to the event. Failure to notify the library of a cancellation may result in the forfeiture of future privileges, or the assessment of a fee to cover the library’s costs.
 - 16) Library use requires that there be no excessive noise on the premises. Some groups wishing to use the meeting rooms for events that may be noisy may not be allowed to book a room. Music events during open hours, and rehearsals fall into this category. Groups must cooperate with library staff in trying to keep noise to a minimum.
 - 17) Groups sponsoring events are responsible for the liability of participants, both those active in the event and those in the audience. Neither the Board of Trustees of the MGP Library, nor the Town of Dracut, will accept responsibility for injury to persons or property that occurs on library property (see Indemnification & Insurance clause below).
 - 18) Library staff cannot deliver messages to anyone attending a meeting or program in the library, except in the case of an extreme emergency.
 - 19) The Trustees reserve the right to refuse use to any group which has failed to comply with these meeting room policies, has violated any stated conditions for use, or has caused a disruption in regular library operations. Any question of interpretation of this policy will automatically be referred to the Board of Library Trustees and no further meetings will be

booked for the group until a decision has been rendered at the Board's next regularly scheduled meeting.

Food/Refreshments

Groups must make their own arrangements for food and beverages. Light refreshments only may be served in the Meeting Room. The group should provide all set-ups for food. Any caterer hired by a group must be approved in advance and should visit the site to review the available facilities. A group must specify their plans for refreshments when booking the room.

Groups must clean up completely following the meeting, including cleaning any library equipment used. If anything other than normal cleaning is required after a group has used a room, the group will be charged a cleanup fee of a minimum \$50 or the cost of cleaning the area if it is more than that. This includes carpet cleaning if necessary.

Alcohol is not allowed on the premises.

Smoking is not allowed on the premises.

Drugs are not allowed on the premises.

Library Equipment

The following audiovisual equipment is available for use by groups for an appropriate charge.

Overhead projector, - VHS/DVD Player, a Tripod Easel, a Podium, a TV, and a Projection Screen & Computer.

PROJECTION SCREEN

If more than one group requests a piece of equipment at the same time, it will be made available on a first-come, first-serve basis.

The library is not responsible for the failure of any equipment provided. Applicants are responsible for checking the equipment in advance of the meeting, and for reporting any equipment failure (i.e. bulbs needing replacing, etc.), and for returning it in good condition.

Clean Up Fees:

In the event that a group leaves a room very messy or dirty, a clean up fee will be assessed, even if the user is a non-profit organization. The minimum clean up fee will be \$50.00 and more will be charged in the event that the cost of clean up exceeds that amount. The staff will determine if more than normal wear and tear resulted from a group's use of the room.

Deposits:

A returnable deposit of \$50.00 clean-up fee may be required. If a deposit is required, the space reservation will only be confirmed after receipt of the deposit. If no deposit is required, a donation for room use will be gratefully accepted.

Library Grounds

The Board of Trustees and the Town of Dracut assume no liability for the use of the library grounds. Any activities held on the library grounds must have the express permission of the Library Trustees.

Snow Days/Emergency Closings

Occasionally the library is forced to close due to weather or other emergencies. Library closings are announced on WCAP and on the library's answering machine. In the event of an emergency closing, the Library staff will make an attempt to contact organizations/individuals who have meetings or activities scheduled at the library, but it is the responsibility of the applicant to ascertain that the library is open by calling in or listening to the radio. The library will make an attempt to reschedule the event at a mutually agreeable time, but cannot guarantee any specific dates, unless a snow date has been previously booked. One snow date per meeting/event may be booked. The library is not responsible for any damages or problems caused by a cancellation due to an emergency closing.

Procedure

Library Trustees meet once a month. Meeting dates are posted at Town Hall, Arlington St., Dracut, MA. It is the responsibility of applicants to submit a completed form as far in advance as possible to allow for Trustees review.

- Each applicant must review a copy of this policy.
- A reservation will only be made after a completed Meeting Room Request form has been filled out and signed by a Dracut resident. The signer of the agreement will be held responsible for any problems or any damages to the facilities. The form may be picked up at the Library and must be mailed to the Board of Trustees, 28 Arlington St., Dracut, MA 01826
- No reservation will be confirmed until a Meeting Room Request form has been submitted to the Trustees. It is the responsibility of the applicant to contact the designated library staff to confirm that the Request form has been received and that a date has been booked. Bookings will only be confirmed once a form, and the deposit (when required) have been received.
- Space may be reserved no more than six months, or meetings, in advance, and no more than 12 times per year by any one applicant/group. The Library and Foundation/Friends may book rooms up to 24 months in advance, and there is no limit on the number of bookings.
- The Meeting Room Request form must be filled out in full. A Meeting request form may be used to reserve the first 6 months/meetings for a group. A second form must be completed for the second 6 months/meetings. The calendar year (Jan. – Dec.) will be used for monthly (6 & 12) reservations. For meetings that are bi-monthly, the same requirement applies, except that those requests will exceed a calendar year. A group may only submit forms twice to secure multiple reservations.

- The applicant must specify how many chairs and tables are needed and what other equipment is required. A failure to specify needs on the Meeting Room Request form may result in furnishings and equipment being unavailable.
- Permission must be requested on the application to bring in any unusual equipment for a meeting.

Indemnification and Insurance

All groups using any of the meeting rooms or areas on the premises shall execute and deliver a written undertaking in a form prescribed by the Board of Trustees by which such groups shall agree to hold the Board of Trustees, the Town of Dracut and all library staff, harmless from and to indemnify them against all costs, damages, losses, claims, expenses incurred, directly or indirectly, as the result of a group's use of a meeting space. Such costs, damages, losses, claims and expenses shall include, without limitation, any damage to the meeting room or any other part of the building, grounds or collections; the cost of employee overtime, if occasioned by the use of the premises; the cost of police protection, if deemed necessary by the Board of Trustees; and any claim asserted by any third person against the Board of Trustees, the Town of Dracut and/or any library staff on account of any alleged injury causally related to the meeting, together with defense costs including reasonable attorney fees.

The said written undertaking shall also constitute a release by the group and each and all of its members and guests of any claim against the Board of Trustees, the Town of Dracut, and the library staff for any injury to persons or damage to property suffered by such group or any of its members or guests during or as a result of the use of the meeting room, except insofar as such injury or damage is directly and solely caused by the negligence or intentional misconduct of any persons belonging to or acting on behalf of the Board of Trustees, the government of the Town of Dracut, or the library staff.

The Board of Library Trustees reserves the right to require any applicant group to supply a certificate of insurance, from an insurer licensed to do business in Massachusetts, in such amount and in such form as the Board of Trustees may reasonably deem appropriate, such amount not to exceed \$1 million, naming the Board of Trustees as an additional insured, and covering damage to the building, grounds and collections and injury to persons occasioned by the meeting. Such certificate shall evidence that the insurance it represents is not cancelable except on at least ten (10) days written notice to the Board of Trustees. In the event of such cancellation, the meeting or event shall be cancelled unless the group forthwith substitutes a new insurance certificate meeting the aforesaid requirements.

Date adopted by Trustees: 2005.

Clee A. Ace, Trustee: _____

Nancy J. Katin, Trustee: _____

Mary Lee Matthews, Trustee: _____