



Stevens Memorial Library  
20 Memorial Drive  
Ashburnham, MA 01430  
P: (978) 827-4115  
F: (978) 827-4116  
stevensmemoriallibrary@gmail.com

## MEETING ROOM POLICY

*The Stevens Memorial Library has two (2) rooms available for public use. The Malcolm Stewart Community Room measures 34.5' x 23' and has movable seating for 60, 1 large table, 13 various size folding tables, and a kitchen. The Activity Room measures 18' x 18' and has movable seating for 25, two large tables, and a sink.*

When meeting rooms are not being used for Library programs, the Trustees of the Stevens Memorial Library encourage the use of the meetings rooms by organizations engaged in educational, cultural, intellectual, recreational, or charitable activities during normal Library hours. As a public institution dedicated to the free exchange of information and ideas, the Stevens Memorial Library offers meeting space at no charge as a program of service. All meetings and programs held in Library rooms must be free and open to the public, and no outside groups may use Library meeting space to solicit donations or to sell or promote items or services. Programs sponsored by the library may, with prior approval of the Director or Board of Trustees, sell items directly pertaining to the program (for example, authors offering their book for sale or musicians their album). Ten percent (10%) of the proceeds from such sales are to be donated to the Friends of the Library.

The Library does not advocate or endorse the viewpoints of meetings or meeting room users, but makes every effort to make space available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use. The meeting rooms will be scheduled according to the following priorities: Library-related meetings or programs; municipal meetings; outside organizations. The Library staff will attempt to contact room users if the Library closes, forcing cancellation of a program

### GUIDELINES

***Failure to follow any of these guidelines may result in a loss of room booking privileges.***

1. All requests to use a meeting room must be made no more than three (3) months in advance by an adult who shall be personally responsible for the conduct of the meeting, adherence to regulations, the payment of any fees or charges, any damage to the Library property, and restitution for losses. Requests for use of Library audiovisual equipment shall be made at the time of booking.
2. All groups must fill out a written application. An amended form is available for multiple bookings, but groups may not have more than three (3) events scheduled at a time. Failure to notify the Library of cancellations may result in forfeiture of future bookings.
3. Groups using the meeting room will be held responsible for any costs incurred by the Library or the Town as a result of that use. A group may be required to post a bond to cover anticipated costs (e.g., security or insurance) in advance of the program. The



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Library assumes no liability for group's activities, and groups agree to hold the Library harmless for any loss of, or damage to, personal property.

4. The condition of the room must be neat when vacated. All furniture must be returned to its original location. If custodial staff is required to return the room to its original state, the Library reserves the right to charge the applicant for this time. Any damage to Library property must be reported to a staff member upon conclusion of the event, and groups using a meeting room are financially responsible for any damage incurred to Library property by their group.
5. All fire codes and applicable laws must be followed while on Library property, including the prohibition of smoking and lit candles, and limits on numbers of people allowed in said room at any given time.
6. Library behavior policies apply to groups using meeting rooms. Groups that disrupt or inhibit the enjoyment of Library resources by others may lose their privileges.
7. All meetings must end no later than 15 minutes before closing, unless a waiver has been given by the Library Director and special arrangements have been made.
8. Light refreshments may be served with prior approval by the Library Director. Alcoholic beverages may not be dispensed or consumed on Library property.
9. Facilities Use Requests that have been denied according to this policy may be brought to the Library Board of Trustees for appeal.