

## MEETING ROOM POLICY

### Library Bill of Rights:

As an institution of education for democratic living and in keeping with its mission, the library provides a gathering place for community members – in all their diversity – to meet in social engagement, to share discourse, to ponder divergent ideas and to engage in civic connection. Accordingly library meeting places are available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members provided that the meetings be open to the public and comply with the following guidelines. Any group seeking to use a meeting room must provide a sponsor who resides in Westford, Massachusetts and signs the reservation form attached below. In allocating the use of meeting rooms, the Board of Trustees and library staff shall not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily prohibited basis. However, the provision of meeting room space is not the primary mission of the library, and must always be subordinate to the paramount need to provide a safe, peaceful, and respectful environment for library pursuits. No use of meeting rooms will be allowed that is 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 building or collection. Meeting rooms shall not be used for commercial purposes, for the solicitation or development of business, or for profit. Fund raising will be limited to the Friends of the J. V. Fletcher Library, Inc. and library purposes. The use of the Library meeting room facilities will be limited to non-profit and not-for-profit organizations, Town Boards, and Town Committees under the guidelines of the Library Bill of Rights. Meeting Rooms will be booked with priority given to Library programs and Friends of the J. V. Fletcher Library programs. Any group wishing to make use of the facilities of the J. V. Fletcher Library must receive the approval of the Board of Trustees through their designee, the Library Director. Exceptions to this policy may be made at the discretion of the Board of Library Trustees as it deems in the best interest of the library and the community.

### Meeting Spaces Available for Booking at the Library:

The Library provides the following Meeting Spaces during the hours which the Library is open, (except for Sundays when Meeting Room use is not allowed, or on other days when the library has announced closings):

- A Ground Level Meeting Room, seating up to 75 people
- The Mary Atwood Lecture Hall, seating up to 50 people
- A scheduled employee of the Library will be in the building when the public is in attendance and will be responsible for securing the facility when the public has left.
- No Room Reservations will be scheduled prior to the library's opening hour of service, except with the permission of the Director. Reservations may extend past the normal closing hour if scheduled staff are available to monitor use and remain present in the building.
- Buffer time between meetings will be scheduled to allow room set-up and breakdown and a smooth transition between groups.

### **Booking Meeting Spaces at the Library:**

1. Meeting Room reservations for recurring meetings may be booked for the months of September through June beginning the third week of August, with July and August bookings available on a call-in basis. Recurring and individual room reservations may be made in 90-day increments (or up to three months in advance – e.g. January – March, April – June).
2. Rooms will be assigned by Staff on a “First Come, First Served Basis” with priority given to Library programs and Friends of the J. V. Fletcher Library, Inc. programs.
3. Groups may be relocated to the room most suitable for the group’s size and function.
4. Group Contacts will be notified of a failure to comply with the Meeting Room Policy. After the second failure to comply with Meeting Room Policy, the group may no longer be permitted to use the Fletcher Library meeting rooms.

### **Audio-Visual Equipment and Kitchen Facilities:**

The Library-owned audio-visual (AV) equipment listed below is available for use, and should be booked on the Meeting Room Reservation Form:

Overhead Projector

Screen or Wall for Projection

1. A Meeting Group’s Technical Support person should make an appointment in advance with Library Staff to test equipment functionality and viability during a time that the Meeting Room is not in use.

The Library will not store or be responsible for AV or other equipment or property belonging to groups using the facility, except with permission of the Director or the Assistant Director.

### **Food and Drink:**

1. Alcoholic beverages are prohibited in Town Facilities.
2. The Library will provide a coffeepot, however cups, utensils, cream, sugar, or other equipment and supplies will be the responsibility of the group.
3. There will be no cooking or food preparation on site; dishwashing facilities are not available.
4. Serving of refreshments in the Mary Atwood Hall will be allowed only with the express permission of the Director or Assistant Director, and will oblige the group to collect, bag and remove trash and to vacuum the space, so as to prevent damage to the historical and archival holdings in this area.

### **It will be the responsibility of the Group engaging the Meeting Space to:**

1. Set up chairs, tables and equipment that may be needed and put away same at the conclusion of the meeting, leaving rooms as found.
2. Clean the kitchen facilities thoroughly if used, bag all trash, and vacuum the meeting space if so instructed by the staff.
3. Uphold the Library policy of *ABSOLUTELY NO SMOKING WITHIN THE BUILDING*.
4. Abide by the hours established by the Trustees and abide by the instructions of library personnel on site.

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