



## MEETING ROOM USE POLICY

The Woods Memorial Library offers the public use of its meeting rooms in keeping with the Library's mission to provide a welcoming community center to the Town of Barre, while serving as a resource for knowledge, information, education and technology.

Library meeting rooms are made available on an equitable basis, regardless of the beliefs or affiliations of the groups making the request. Permission to use a library meeting room does not imply that the library endorses the aims, actions, or policies of any group. All meetings and programs must be free, open, and accessible to any member of the public, or otherwise at the sole discretion of the Library Director.

The library has the authority to accept, renew, or reject requests for use of the rooms under the established policy. Meetings or programs, which, in the sole judgment of the Library Director, would interfere with the functions of the library or of patrons using the library, will not be permitted. Meetings or programs which are approved but which prove disruptive to library operations shall immediately cease the disruptive operations upon notification to do so by library staff. Failure to comply with these rules and regulations may result in denial of future use of a library meeting room.

### RESERVATIONS

Reservations for meeting rooms are available on a first come, first served basis. Library programs and library and town-sponsored meetings have priority and reserve the right to preempt any scheduled meeting. All groups or individuals seeking to use a meeting room shall complete the library's application online, or by calling the library, at least three weeks in advance. To promote the accessibility of the meeting rooms to a wide variety of community groups, a single group may not use the meeting spaces for more than four hours at one time, and more than once per month, unless approved by the Library Director. All meeting rooms are available only during regularly scheduled open hours and must be vacated fifteen minutes prior to the library closing to allow for sufficient time for staff lock-up procedures.

### RULES FOR USE

**BUSINESS OPERATIONS & FUNDRAISING:** A meeting room may not be used for commercial purposes. A meeting is defined as commercial if the group sponsoring or conducting the meeting would advertise, promote, or sell a product or service; would train and motivate its employees; or would conduct any and all other business-related functions such as market research, interviewing applicants, etc. No fees, admission charges, collections, tuitions, sales, solicitations, stipends, or other fundraising activities are allowed.

**TRANSACTIONS:** The selling of books or program-related materials on the premises may occur at the sole discretion of the Library Director.

PROVISION OF FURNITURE & SPACE: The applicant is responsible for discipline and reasonable care for the room. The applicant will be responsible for any damage. Groups are responsible for arranging tables and chairs as they desire, so long as they do not block an exit, and returning the room to its original order in clean and neat condition before leaving. A projector screen, projector and laptop may be requested and can be provided if otherwise not in use by the library. If those items are requested, the applicant will assume responsibility for these items. A group that has produced trash during a meeting must remove that trash from the library at the end of the meeting.

DISPLAYS & SIGNAGE: No banners, signs or other materials related to the meeting may be displayed inside or outside the library or meeting space without prior approval from the Director. Said approved material displayed within the reserved space must be freestanding and nothing may be affixed to any surface, including a wall, door, window treatment, or woodwork. As a historic and public building, violations of this policy may result in assessment of damages and revoking of meeting room privileges.

STORAGE & PERSONAL PROPERTY: The library is unable to provide storage for any group. All items used for the meeting must be removed immediately following the meeting. The Town of Barre, the Woods Memorial Library, its Board of Trustees, Library Director, or employees assume no responsibility for the loss, theft, or damage of any property of any group, individual, or organization using library facilities.

SPECIAL ACCOMMODATIONS: Groups reserving the meeting rooms assume full responsibility for providing and paying for special accommodations requested by participants in accordance with the Americans with Disabilities Act.

ADVERTISING: No group may consider the library its permanent meeting place or headquarters or use the library as its mailing address. In issuing posters, press releases or other publicity, groups may not imply that their programs are sponsored, co-sponsored or approved by Woods Memorial Library.

LIMITATIONS: A meeting room may not be used for a social gathering (such as parties or entertainment), fundraising efforts, religious ceremonies or services, or for any form of political activity. However, political debates in the interest of civic discourse and voter education may be permitted in accordance with the defined meeting room procedures.

EMERGENCY CLOSINGS: When the Woods Memorial Library closes because of weather or building emergencies, every effort will be made to notify organizations schedule to use the meeting rooms. During adverse weather conditions, group reservations should call the library or visit the library's website to confirm open hours.