

## Mashpee Public Library Meeting Room Policy

### **PURPOSE**

The primary purpose of Meeting Rooms (Event Room and Conference Room) is for Library activities, including programs presented by Library Staff and Trustees, the Friends of the Library, or other organizations affiliated with the Library, or for Town sponsored meetings and events. When a Meeting Room is not being used for a Library or Town activity, the space will be available for meetings by governmental, non-profit, civic, cultural or educational agencies, groups, or organizations having a substantial relationship with the Mashpee community. Use of Meeting Rooms for Library or Town of Mashpee purposes shall take precedence over all other uses.

The Library shall not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily-prohibited basis. The Library does not advocate or endorse the viewpoints of any group using Library facilities, nor shall it base its determination relative to use of Library facilities upon the viewpoints of any group.

### **GENERAL GUIDELINES**

- All meetings shall be open and free of charge to the public. No admission charge, request for donation or items for sale are permitted. Meeting Rooms and grounds shall not be used for entrepreneurial or commercial purposes, for solicitation of business, for profit or for fundraising other than fundraising that supports the Library. No goods or services shall be promoted, sold or exchanged upon the premises or by sample, pictures, or descriptions, except for those who receive prior approval by the Library Director which include the sale of sound recordings, videos, and books related to the programs of the performers, artists, and authors at Library sponsored programs in conjunction with the event.
- Reservations for meeting room space are on a first-come, first-serve basis. Library and Town of Mashpee-sponsored meeting room use has priority and the Library reserves the right to preempt any scheduled meeting or program. The Library will make every effort to give advance notice of 48 hours for any such preemption.
- Reservations for meetings of may be made three (3) months in advance. Due to high demand for meeting room space, no group may consider the Library its permanent meeting place or use the Library as its mailing address. To promote the accessibility of the meeting rooms to a wide variety of community groups, the Library may limit meetings for any particular organization during a calendar year or during high use seasons.
- Reservations may be requested more than three months in advance for groups wishing to host large meetings that require extensive planning and confirmation. Applications are approved on a space available basis at the Library Director's discretion.
- At the Library Director's discretion, exceptions to these reservation and use restrictions may be made for educational or informational meetings that benefit the community.

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- Meeting Rooms shall not be used for religious services, political campaigns, campaigning or rallies. Religious study groups and civic activities such as committee meetings, voter registration events, candidate forums, incumbent office hours, are permitted.
- The Library shall not, by virtue of any grant of permission to use the Meeting Room under this Policy, be considered a sponsor, host, endorser, nor shall it be deemed, in any other way, to be affiliated with any person or group using the Meeting Room. Permission to use a Library meeting room and/or grounds does not constitute or imply Library endorsement of the aims, policies or activities of any group, or the views expressed in the meeting. To confirm this non-affiliation, all event publicity which uses the name of the Library must incorporate the statement: “Sponsored by (the name of the organization).”
- The Library reserves the right to reject a reservation request or cancel a reservation if the anticipated use is likely to be unreasonably disruptive to regular Library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of this policy, impede Library Staff in the performance of their duties, or endanger the Library building or collection or grounds. In determining whether such a likelihood exists, the Library may take into consideration the contents of the application form, the history of the group’s use of Library spaces, the history of the group’s use of facilities elsewhere, and such other information as they may deem appropriate.
- The Library reserves the right to determine, in its reasonable discretion, whether any proposed use of a meeting room or of Library grounds will require a police detail or other extraordinary police protection, and if so the anticipated costs. In making this determination, the Library may take into consideration the contents of the application form, the history of the group’s use of Library spaces, the history of the group’s use of facilities elsewhere, and such other information it may deem appropriate, and may consult with the Chief of Police or his designee. If the Library determines that such police protection will be reasonably necessary, the group seeking to reserve the use of a meeting room shall be required, as a condition of such a reservation, to pay for the police detail.

## **INDEMNIFICATION & INSURANCE**

- All groups (with the exception of Library or Town employees or agents engaged in Library or Town business) using any of the Meeting Rooms shall sign a Waiver of Liability by which they agree to indemnify and hold the Board of Library Trustees, the Town of Mashpee, and all Library/Town officers, employees or agents harmless from and against any and all costs,

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expenses, damages, losses, claims, and liabilities, of whatever nature, incurred directly or indirectly as a result of use of a Meeting Room or related Library facilities. Such costs, damages, losses, claims, and expenses shall include, without limitation, any damage to the Meeting Room or any other part of the Library building or grounds; the cost of employee overtime, if occasioned by the use of the Meeting Room; the cost of police protection, if deemed necessary, incurred by the Board of Library Trustees; and any claim asserted by any third party against the Board of Library Trustees, the Town of Mashpee, and/or their officers, employees or agents on account of any alleged injury causally related to the meeting, together with defense costs including reasonable attorneys' fees.

- The Waiver of Liability shall also constitute a waiver and release by the group and each of its members and invitees of any claim against the Board of Library Trustees, the Town of Mashpee, their respective officers, employees or agents, with respect to any injury to persons or damage to property suffered by such user or any of its members or invitees during or as a result of the use of the Meeting Room.
- The Board of Library Trustees reserves the right to require any reservation applicant 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 Library Trustees may deem appropriate; such amount not to exceed \$1 million, naming the Board of Library Trustees and Town of Mashpee as an additional insured, and covering damage to the Library building, grounds and other property and injury to persons, including death, occurring during, in relation to, or as a result of any program or meeting permitted at the Library. Such certificate shall evidence that the insurance it represents may not be canceled except on at least ten (10) days' written notice to the Board of Library Trustees. In the event of such cancellation, the related meeting reservation shall be canceled unless the group forthwith substitutes a substitute insurance certificate meeting the aforesaid requirements.

### **AVAILABLE MEETING ROOMS & OCCUPANCY LIMITS**

Event Room	100 Seated-Chairs Only 100 Seated-Tables and Chairs
Conference Room	30 Seated-Tables and Chairs

### **RESERVATIONS**

- Reservations for use of the Meeting Rooms are made on the Library's application form, and must be completed and submitted 14 days prior to the requested use date by an authorized group

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representative. The form is available online at the Library's website, or at the Library's main desk. Reservations will not be considered or accepted via telephone or email without receipt of a completed application form and signature or acknowledgment of liability waiver.

- Use of a Library Meeting Room is not granted until a confirmation of the application's receipt and approval is received. Reservations shall be accepted, subject to the provisions of this policy, in the order received. **Applicants must allow 7 business days for confirmation and approval of reservations, and plan meetings accordingly.**
- Failure to notify the Library of cancellations may result in forfeiture of future bookings. All meeting room reservations are subject to the discretion of the Library Trustees, Library Director, or their designee.
- Any false, misleading or incomplete statement on the application form shall be grounds to deny the use of the Library Meeting Rooms by the group.
- A group with a confirmed Meeting Room reservation that wishes to cancel a scheduled meeting, must call the Library, or submit a written notice of cancellation to the Library as soon as possible prior to the meeting start time.
- If a group fails to appear for two meetings in a row, and fails to provide notice of such cancellations, as provided above, all future reservations of that group shall be deemed cancelled until the authorized applicant for the group calls or submits a written request to confirm said reservations.

### CONDITIONS OF USE

- No group may consider the Library its permanent meeting place or use the Library as its mailing address.
- Only public entrances to the Library are to be used for all access to and from the building, including all deliveries. No signs may be posted on Library property without prior approval from the Library Director or his/her designee.
- Equipment, supplies, or personal effects shall not be stored or left in Meeting Rooms before or after use.
- The Library assumes no responsibility or liability for theft or damage to personal property brought onto Library property or for personal injuries, which occur as a result of or in the course of Meeting Room use.

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- Refreshments and light catered meals may be served during meetings. On-premises meal preparation is not allowed. Groups are responsible for proper disposal of food, paper, or other remains from their meeting. All trash resulting from the serving of refreshments, or other activities, must be properly disposed of in the provided trash/recycling bins.
- Groups are responsible for cleaning up and restoring the Meeting Room to its original condition (tables, chairs, equipment) before leaving. Failure to do so will result in the issuance of written notice that the group failed or neglected to properly clean up the Meeting Room and restore it to its original condition. A second such violation will result in the loss of Meeting Room privileges by the offending group.
- Nothing may be affixed, posted or mounted in any way to the walls of Meeting Rooms.
- During all scheduled meetings, all room exits must remain unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear and unhindered access to exits.
- Groups are responsible for any loss or damage to Library property and will be assessed the cost of any necessary repairs or clean up. Costs will be determined by the Library Director and Library Trustees upon consultation with the appropriate Town personnel. Failure to pay any charges levied will result in the loss of Meeting Room privileges.
- Groups are responsible for maintaining compliance with ADA (Americans with Disabilities Act) requirements and for providing reasonable accommodations at their meetings or programs to participants or invitees with disabilities. A statement regarding the availability of such accommodations must be included in all publicity or notices distributed by the group.
- Permission to use Meeting Rooms may be withheld from groups that have failed to comply with the Meeting Room Policy and from any group that damages the Meeting Room, carpet, equipment, furniture, or related facilities or causes a disturbance.
- No smoking or alcoholic beverages are allowed in the Library.
- Meeting Rooms may not be used for social gatherings such as showers, birthday parties, or family reunions.
- The Library reserves the right, in its sole discretion, to close the Library for a weather emergency, when public safety concerns arise, or for any other reason, in which case all scheduled meetings shall be automatically cancelled. In such situations, scheduled groups assume full risk of cancellation of their meetings and waive any and all claims and/or recourse against the Library and the Town arising from or relating to such cancellation of meetings. The



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system. All other items, equipment or amenities must be provided by the person, group or entity reserving the room.

- The Library assumes no responsibility to provide operators for the equipment. If instruction is required for equipment operation, a representative of the group must set up an appointment with Library staff in advance of the meeting.
- A representative of the group shall sign in at the first floor main desk to confirm the group's arrival and use of the Meeting Room as specified in the reservation. The group will be provided with an Meeting Closing Procedure Checklist, which must be completed and returned at the end of the meeting. A group shall be deemed to have forfeited its reservation if it fails to appear, as scheduled, within thirty (30) minutes after the reservation time.