



Meeting Room Policy

Permission to use the meeting rooms at the Beverly Public Library will be granted to groups fulfilling the requirements listed in the meeting rooms policies and procedures. Permission to use the rooms will be denied to any group or individual for any meeting whose purpose is illegal or potentially hazardous; whose conduct would interfere with the proper functioning of the library; or whose satisfactory adult sponsorship is not provided. Meeting rooms are not available for meetings for which the underlying purpose is to further a commercial interest.

Use of the library's meeting rooms does not constitute endorsement by the library of points of view expressed by participants in the program. No advertisements or announcements implying such endorsements will be permitted.

The Trustees/Director has the authority to deny the use of library facilities to any individuals or groups that fail to comply with the intent of this policy.

APPLICATION AND REQUEST FOR PERMISSION TO USE MEETING ROOMS

Applications from individuals or those representing organizations are made on an application form furnished by the Library and signed by a representative of the organization. Applicants should state explicitly the purpose of the meeting, date, and hour as well as the subject to be discussed, and the number of persons attending.

Reservations for use of meeting rooms must be made through the Director, Assistant Director, or Branch Librarian at least seven (7) days prior to use. Reservations will be made up to four months in advance.

CONDUCT IN THE MEETING ROOMS

All groups or individuals using the meeting rooms are responsible for the reasonable care and cleanup of the rooms and must agree to pay for any damage.

An appropriate number of adult sponsors must accompany groups of high school age and younger children.

The purpose or conduct of the meeting must not interfere with normal library service.

RESTRICTIONS

The name and/or address of the library may not be used as the official address or headquarters of the organization.

State law prohibits smoking or use of alcohol in public buildings. The program room has a maximum capacity of 80 people, a number set by the fire ordinance. All groups must comply. Any props or decorations must meet the approval of the Beverly Fire Department.

Pre-arrangement for the sale of food or beverages must be obtained from the Director, Assistant Director, or Branch Librarian.

Library staff shall have the right to cancel, re-schedule or transfer meeting room locations or dates that conflict with library sponsored programs and/or special events.

The library is not responsible for lost or stolen personal items.

If a meeting is expected to extend past regular library hours, users must make prior arrangements with the Director, Assistant Director, or Branch Librarian. The rate of \$30.00 per hour beyond the library's closing time shall be assessed ALL users.

In case of an unscheduled library closing, a group may reschedule another meeting time.

STUDY ROOM RULES

Use of the study rooms is limited to patrons aged 18 and older. Limit of one person per room. Room cannot be reserved ahead of time. Room must be unlocked by Reference Librarian.

Approved by Board of Trustees: November 24, 2009