

BEVERLY PUBLIC LIBRARY MEETING ROOM POLICY

In keeping with the Library's mission to create welcoming spaces that serve as public commons and encourage civic engagement by offering people opportunities to connect and interact, the Beverly Public Library's meeting rooms are available at no charge for use by community groups for informational, educational or cultural meetings and programs when not needed for library purposes. However, such meetings must always be subordinate to the library's primary mission of providing a safe, peaceful, and respectful environment in which to read and study. No use of meeting rooms will be allowed that is likely to disturb library patrons in entering and using library facilities, impede library staff in the performance of their duties, or endanger the library building or collection.

The Beverly Public Library adheres to Article 6 of the Library Bill of Rights, which states, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." The use of meeting rooms does not imply the library's endorsement of any ideas expressed in the meeting nor of the goals, objectives, or ideals of the person or organization using library facilities. No advertisements or announcements implying such endorsement will be permitted.

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

REQUESTING THE USE OF A MEETING ROOM

Reservations may be made no more than three months in advance.

An online reservation form is available on the Beverly Public Library website:

<http://www.beverlypubliclibrary.org/>

Reservation requests must be submitted at least seven (7) days in advance to ensure ample time for the meeting room coordinator to respond to the request. If a requesting party does not have access to the website, they may call the library and ask to speak to a meeting room coordinator.

Each reservation must include the name, address, and phone number of the contact person. An organization must notify the library of any change in the contact person. The contact person designated by the organization shall be responsible for the organization's compliance with the rules and regulations of the library, for the conduct of attendees to the organization's program, for the care and cleanliness of the room and any library equipment used by the organization, and for compliance with any special conditions to which the organization's use of the library may be subjected by the library or its designee. Anyone under the age of 18 must have an adult complete the meeting room application, and adult supervision must be provided during meeting room use.

Meeting rooms can only be reserved for times and days when the library is open. All meetings must end at the time scheduled so the room can be cleared or prepared for other meetings. All meetings must end at least 15 minutes before closing. Any meeting running over may be assessed a fee for delaying the closing of the library.

All equipment requests must be scheduled at the time the room request is submitted. Parties requesting to use the library's LCD projector MUST make an appointment to meet with library staff at least 7 days prior to the day of the meeting to be instructed in the use of the equipment.

The Library provides wireless access. While we monitor our systems closely, guarantees are not implied for wireless compatibility or for uninterrupted wireless service when groups are using the meeting rooms.

Programs involving the sale, advertising, promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited except for those covered by the library policy which allows performers at Beverly Public Library sponsored programs with pre-approval to sell sound recordings, videos, artwork and books related to their appearance.

Groups holding reservations are requested to notify the library of any cancellation at the earliest possible date in order to free the meeting room for the use by other groups. Failure to do so may impinge on the right of the group to reserve rooms in the future.

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 or for other reasons within the sole discretion of the library director or her/his designee without liability to the organization.

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

The library does not and will not prepare or issue press releases, promotional materials or otherwise promote in any way non-library sponsored meetings and programs.

In order to accommodate the many groups who use our meeting rooms, individual groups or individuals are limited to one meeting room per month.

MEETING ROOM CONDUCT

While our staff will make every effort to set up a room in advance of a meeting in the configuration requested when booking, staffing levels, the amount of time between meetings in the same room and the dimensions of the room itself do not always permit this. Please be prepared to set up or rearrange the room prior to your meeting if necessary and to restore it to its pre-meeting condition when your meeting has concluded.

Signage or other materials are not permitted on the walls, doors or in the elevator. Exits must be clear at all times. All materials must be completely removed after use of the room. The meeting room must be left in the same condition as found. The person requesting use of a meeting room will be held responsible for the orderly conduct of the group and for any loss of, or damage to, Library property.

Food and non-alcoholic beverages may be served in the Sohler Room (main library) and the Conrad Room (Farms branch). The user is expected to place all trash in the appropriate receptacles. A kitchen is available for serving light refreshments in both the Sohler Room and the Conrad Room. The user must provide all equipment and supplies and must clean the kitchen facilities thoroughly if used. No drinks or refreshments are allowed in the Fogg Room (main library), the Barnet Gallery (main library), or the Loring Room (Farms branch). State law prohibits the use of alcohol in public buildings. Fire code prohibits groups larger than the posted limit of attendees in a given room; please contact the library regarding specific room limits.

Any meetings or groups of high school age or young children must have an appropriate number of adult sponsors and/or chaperones.

Leaders of groups should inform meeting participants that children under the age of eight may not be left unattended in the library while parents attend meetings.

All advertising and public notices of events held in the meeting rooms must clearly designate the organizational sponsorship. An organization or group may not use the Beverly Public Library for its official address or telephone number.

While groups are welcome to give the library flyers or similar material for posting on the library's bulletin board, no flyers, handbills, campaign literature, or other items may be distributed to library patrons merely coming into the library for library business.

All groups should exercise all necessary precautions to avoid damage of library equipment, furnishings, floor coverings, and other library property. The organization and its designated responsible individual shall be responsible to the library for any damage to library property. The library is not responsible for lost or stolen items. The Library will not store or be responsible for AV or other equipment belonging to groups using the facility, except with permission of the Director.

Misrepresentation of the use of the room or failure to abide by the policies of the Library may be cause for denial of further use of the meeting rooms.

LIABILITY

The Library is not responsible for any accident, injury, loss or damage to the private property of individuals or organizations using the facility. The use of library property by the organization is conditioned upon this limitation of liability, and the organization agrees to take such steps as are necessary to inform its members and invitees of this fact.

STUDY ROOM RULES

Use of the study rooms is limited to patrons aged 14 and older. Limit of one person per room. Rooms cannot be reserved ahead of time. Room must be unlocked by Reference Librarian.

Approved by the Board of Trustees November 29, 2016