

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. The library's meeting rooms are a community asset and we encourage their use by community groups when not in use for library programs or meetings held by City of Beverly boards and commissions.

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 subscribes in full to the [American Library Association's Library Bill of Rights](#). 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.

Hours of Availability

- Meeting rooms can only be reserved for days and times when the library is open. All meetings must end at least 15 minutes before closing.

Applications and Scheduling

A reservation form is available at www.beverlypubliclibrary.org. If an applicant does not have access to the website, they may call the library and ask to speak to a meeting room coordinator.

- Reservation requests must be submitted at least seven (7) days in advance, but no more than three (3) months in advance.
- Groups are limited to one meeting room per month.
- Applicants must be at least 18 years old.
- The contact name will serve as the authorized representative of the group who will assume responsibility for adhering to all requirements stated herein and corresponding with the library about the group's reservations.
- Equipment must be requested at the time the room request is submitted. When AV equipment is requested, groups **MUST** make an appointment for training at least 7 days prior to the day of the meeting. Staff is not available to assist with troubleshooting during the meeting.

- Groups must notify the library of any cancellation as soon as possible. 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, reschedule 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 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. Unscheduled closings will be posted on the library's website. Whenever possible, the library will notify the contact person after the library decides to close.

General Guidelines for Use

- Meetings must be free and open to the public.
- Meetings involving the sale, advertising, promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited.
- Rooms may not be booked for personal events.
- Groups using meeting rooms shall secure any necessary performance licenses and indemnify the library for any failure on their part to do so.
- Food and non-alcoholic beverages are only allowed in the Sohler Room (main library) and the Conrad Room (Farms branch), which have adjoining kitchenettes. Groups must provide all equipment and supplies, clean the kitchenette after use, and remove all food and drink. No food or beverages other than bottled water are allowed in the Fogg Room (main library), the Barnet Gallery (main library), or the Loring Room (Farms branch).
- While the library will make every effort to set up a room in advance, please be prepared to set up or rearrange the room if necessary. The room must be left in the same condition as found. All materials must be completely removed after use of the room, and trash placed in the appropriate receptacles.
- Meetings must end at the time scheduled so the room can be prepared for other meetings.
- Posting or mounting materials on walls, doors or equipment is prohibited.
- An appropriate number of adult sponsors must accompany groups of children.
- Applicants should inform meeting participants of our [Child Safety Policy](#).
- Fire code prohibits groups larger than the official capacity of a given room; please contact the library regarding specific room limits.
- Exits must be clear at all times.
- The library will not store or be responsible for equipment belonging to groups using the facility, except with the permission of the Director.
- Groups should exercise all necessary precautions to avoid damage of library equipment, furnishings, floor coverings, and other library property. The group and its designated individual shall be responsible for any damage to library property.
- 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.

Publicity

- The name, address and/or phone number of Beverly Public Library may not be used as the official address or headquarters of groups using meeting rooms. In issuing posters, press releases or other publicity, groups may not imply that their programs are sponsored, co-sponsored or endorsed by Beverly Public Library.
- The library does not prepare or issue press releases, promotional materials or otherwise promote in any way non-library sponsored meetings and programs. *Please note that only library events are posted on the library's online calendar.*
- Groups are welcome to give the library flyers for posting on the library's bulletin board in accordance with our [Bulletin Board Kiosk/Guidelines](#).

Liability

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

Study Rooms

Study rooms are available on a first come, first served basis. Use of the study rooms is limited to patrons aged 14 and older. Limit of two people per room. Room must be unlocked by Reference Librarian.

Approved by the Board of Trustees September 24, 2019