



## **Woburn Public Library's Meeting Room Policy**

The Woburn 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.

### **Meeting Room**

Program Room. The Program Room is a handicapped accessible 100-seat (lecture-style) community/conference room located on the ground level of the Woburn Public Library's addition. This room has access to a kitchenette with sink, refrigerator, and microwave. Furniture includes 100 chairs, several medium-sized tables, and a podium. Equipment includes a ceiling-mounted projector, drop-down screen, sound system, assisted listening system, Blu-ray player, and portable whiteboard. Room includes picture rails for gallery installations.

### **Regulations**

#### *Eligibility for Meeting Room Use without a Fee*

1. When a Meeting Room is not in use for Library-sponsored programs, Woburn-based non-profit organizations, Woburn-based community groups, and all Woburn City Departments and Boards may request to use the space for no fee. Meeting Rooms cannot be used for personal or family purposes.
2. All meetings and programs must be open to the public if the Meeting Room Use Fee has been waived.

### *Eligibility for Meeting Room Use with a Fee*

1. When a Meeting Room is not in use for Library-sponsored programs, non-profit organizations, community groups, individuals, and other organizations based outside of Woburn, as well as for-profit businesses based inside and outside of Woburn, may request to use the space for the fee established by this policy. Meeting Rooms cannot be used for personal or family purposes.

### *Fees and Payment*

1. All fees must be paid in advance by check to the Woburn Public Library, once the sponsor receives email approval for the scheduled Meeting Room use.

Program Room- \$50.00 for each two hour time-block, or any portion thereof, including setup and breakdown

### **Scheduling and Reservation Application Procedure**

Meeting Rooms will be scheduled according to the following priorities:

- Library-related meetings or programs
- Municipal-related meetings or programs
- Other governmental departments or agencies
- Woburn-based non-profit organizations, community groups, individuals, or businesses
- Non-profit organizations, community groups, or individuals based outside of Woburn; For-profit businesses based inside or outside of Woburn.

1. Reservations for the Meeting Rooms will be handled by the Library Director or her designee(s).

Applications are available on the Library website ([www.woburnpubliclibrary.org](http://www.woburnpubliclibrary.org)). All applications will be approved or rejected by the Library at its sole discretion; an application does not assure approval. Requests must be submitted at least seven (7) business days in advance for approval and confirmation for non-Library use through the online application.

2. The Library Director and/or Library Board of Trustees may rescind permission or refuse to grant permission for any Meeting Room request if there is reason to believe that such use will subject the Library to undue costs or subject the Library operations to undue disruption.

3. Applications may only be submitted by adults over the age of 18.

4. Applications must include the setup and breakdown time, the preferred room configuration (see application), and any requests for equipment when submitted. Groups or individuals may arrange to bring their own equipment and/or supplies with prior notification on the application. Library staff is not available to assist in the setup or trouble-shooting of the group's or individual's equipment. The Library is not responsible for equipment, supplies, or any other materials owned by the group or individual and used in the Library.

5. Meeting Rooms may not be reserved more than three (3) months in advance, and no more than one meeting per month may be scheduled for any individual, group, or organization and/or address. The applicant may petition, in writing, the Board of Trustees for permission to schedule more than one meeting per month, if special circumstances exist.

6. If an applicant must cancel a Meeting Room reservation, at least 24 hours' notice should be given. For Monday reservations, at least 72 hours' notice should be given. Refund of fees will only be provided if notice of cancellation is given at least five (5) business days in advance (Monday, Tuesday, Wednesday, Thursday, and Friday are considered business days). Any applicant that fails to honor its reservation of meeting space without notification of cancellation will forfeit the right to reschedule and will still be responsible for any fees.

7. The Library may cancel a Meeting Room reservation due to building conditions, weather conditions, or other special situations. If rescheduling is not possible, then a refund will be issued if a fee was required.

8. On the rare occasion that the Library finds it must use a Meeting Room unexpectedly for Library or governmental purposes, even though a non-Library meeting has been previously scheduled, the Library will make every effort to schedule an alternate time for the non-Library meeting. A refund will be issued if a fee was required.

## **General Rules**

1. To assure the safe and orderly operation of the Meeting Room, the group must follow the instructions of the library staff.
2. Attendance is limited to the capacity of the Meeting Room.
3. Meeting Rooms are available during the Library's regular hours of operation, from the start of the business day until 15 minutes before the end of the business day. Meetings must adjourn 15 minutes prior to the Library's closing time. Meeting Rooms are not available when the Library is closed, except with the express approval of the Library Director and/or Board of Trustees.
4. No admission fees shall be charged or solicited to attend meetings or programs.

## *Publicity*

1. In publicizing a meeting to be held in a Library Meeting Room, the Library phone number and email should not be listed for further information and the sponsoring group or individual must be clearly identified. Groups or individuals shall not imply Library endorsement or sponsorship of their programs or organization in their publicity.
2. Posters and flyers for non-Library meetings must be submitted in advance for approval if they are to be posted within the Library or in any Library publications. The Library will not list non-Library sponsored meetings and events in its online newsletter, online calendar, or other publications.

## *Use of Meeting Rooms*

1. The meeting facilitator must check in at a public service desk upon arrival for access to a Meeting Room.
2. Meeting Room activities must begin and end at the times specified in the reservation, including setup and breakdown. Any furniture moved by users must be returned to their original positions at the end of the meeting. Groups are responsible for leaving the Meeting Room in the condition in which it was found. Any group that damages Library property will be liable for costs incurred in connection with such damage and may lose the privilege of using Meeting Rooms in the future.

3. No postings or hangings may be made on Meeting Room walls. Use of the picture rails in the Program Room must be requested in the Meeting Room application for that space.
4. Light refreshments may be served in the Meeting Rooms if prior notice is given on the application.
5. Preparing and serving meals is not permitted. Catering may be permitted with the approval of the Library Director and/or Board of Trustees.
6. Applicants must provide their own kitchen supplies and are responsible for kitchen clean up after use. All food, beverage, and supplies must be removed from the kitchen immediately after a meeting.
7. All City of Woburn ordinances, the State Fire Code, and Library policies, including posted room capacities, must be strictly observed.
8. Nothing may be stored for a group or individual before or after a meeting.
9. Children must be supervised at all times by a responsible adult. At least one adult must be present when youth groups use the Meeting Rooms.
10. Meeting Room activities must not interfere with or disturb Library staff or users. Music and other noise must be kept to a level acceptable to the Library.
11. Smoking and alcoholic beverages are prohibited in Meeting Rooms and on Library grounds.

### *Liability and Responsibility*

1. One person aged 18 or older must be responsible to the Library for the conduct of a non-Library meeting. Any individual, organization, or business using a Meeting Room must acknowledge the policies and regulations governing its use and assume responsibility for observing them by signing the application or checking the “terms” box on the online application form.
2. The Library assumes no responsibility for lost, stolen, or damaged items brought into the Library or a Meeting Room.
3. Any individual or organization using a Meeting Room agrees to release, indemnify and hold

harmless the Library, its Board of Trustees, and the City of Woburn and its officials from any and all liability which may arise from their use of the premises.

4. The Meeting Room use privileges of any organization or individual that falsifies an application for Meeting Room use or fails to comply with this Policy will be rescinded.

5. The Library Director and/or Board of Trustees shall have the final decision on any Meeting Room use application and reserves the right to review, accept, or reject any and all applications for Meeting Room use.

6. Accidents or incidents must be reported to Administration during the day on a weekday or to the staff member in charge after 5:00 pm on a weekday or during the day on Saturday, who will report the incident according to Library procedure.

7. Complaints about this Meeting Room Policy or about any programs or events held in Library Meeting Rooms should be addressed to the Library Director.

Approved by the Woburn Public Library Board of Trustees on March 6, 2018. Amended 04/01/19.