

# **Milton Public Library**

## **Meeting Room Policy**

### **Policy Statement**

In keeping with its mission to enrich the community by connecting people to the world of ideas, information, and imagination, the Milton Public Library makes its meeting rooms available to community groups and individuals. The primary purpose of this service is to provide space for educational and cultural enrichment and lifelong learning, and to support the Library's role as a gathering place for all ages.

### **Definitions**

**Keys Room** – The Keys Room is a 100 seat community room/conference room located on the lower level of the Milton Public Library. This room has access to a kitchenette with sink, refrigerator, and microwave. Furniture includes 100 chairs and several medium sized tables.

**Conference Room** – The Conference Room has a capacity of 16 and is located on the lower level of the Milton Public Library. Furniture includes 16 chairs and medium sized tables.

### **Regulations**

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

1. When the meeting room is not in use for Library sponsored programs, Milton based non-profit community groups, and all Milton Town Departments and Boards may request to use the space for no fee.
2. All meetings and programs must be open to the public if the room use fee has been waived.

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

3. When the meeting room is not in use for Library sponsored programs, non Milton based non-profit groups, individuals, and other organizations may request to use the space for a fee defined in this policy.

### **General Rules**

4. To assure the safe and orderly operation of the room, the group must follow the instructions of the library staff.
5. Attendance must be limited to the capacity of the meeting room.
6. Meetings must adjourn 15 minutes prior to the library's closing.
7. No admission fees may be charged or solicited for meetings or programs, when the room use fee has been waived.

8. In permitting the use of its meeting rooms, the Library does not imply endorsement of the beliefs, policies, or activities of any group or individual. The Library endeavors to present a broad spectrum of opinions and a variety of viewpoints.

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

9. Meeting rooms will be scheduled according to the following priorities:
  - Library related meetings or programs
  - Municipal related meetings or programs
  - Other government departments and agencies
  - Local non-profit community groups and individuals
  - Other non-profit groups, individuals, and organizations
10. Reservations for all meeting rooms will be handled by the Library. Applications are available on the Library website ([www.miltonlibrary.org](http://www.miltonlibrary.org)). All applications will be approved or disapproved by the Library at its sole discretion; an application for use does not assure approval.
11. The Library Director 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.
12. Applications may only be submitted by adults over the age of 18.
13. Meeting room use applications must be made at least one week in advance and up to three months in advance.
14. In order to ensure equitable access for all eligible applicants, no more than three repeating meetings may be submitted in advance unless they are no more frequent than monthly, without advance permission from the Library Director.
15. If an applicant must cancel a meeting room reservation, at least 24 hours notice should be given. Refunds of fees will only be provided if one week notice of cancelation is provided. Any applicant that fails to honor its reservation of meeting space without notification of cancelation will forfeit the right to reschedule and will still be responsible for any fees.
16. The Library may cancel a meeting room reservation due to building conditions, weather conditions, or other special situations.
17. 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.

### **Availability of Facilities and Equipment**

18. Meeting Rooms are available during regular library hours, from the start of the Library's business day until 15 minutes before the end of its business day. Meeting Rooms are not available when the Library is closed, except with the approval of the Library Director.
19. A video/computer projection system, or an overhead projector is available for a fee. Only trained individuals will be allowed to use the equipment. Library staff may arrange an orientation to equipment prior to an event. Library staff may, at their discretion, consider the

attendee trained to use our equipment. Use of this equipment must be reserved ahead of time during the application process.

### **Fees**

20. All fees must be paid in advance. A schedule of current fees can be found online at <http://miltonlibrary.org/events/reserve-meeting-space/>.

### **Publicity**

21. In publicizing a meeting to be held in a Library meeting room, the Library phone number should NOT be listed for further information and the sponsoring group must be clearly identified. Groups must not imply Library endorsement or sponsorship of their programs or organization in their publicity.
22. 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 may list non-Library sponsored meetings and events in its Newsletter, online calendar and other publications.

### **Use of Meeting Rooms**

23. The meeting facilitator must check in at a public service desk upon arrival for access to a meeting room.
24. Meeting room activities must begin and end at the times specified in the reservation.
25. 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 rooms 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.
26. No postings or hangings may be made on meeting room walls.
27. Light refreshments may be served in the meeting rooms if prior notice is given on the meeting room application. Preparing and serving meals is not permitted. Catering may be permitted with the approval of the Library Director.
28. 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.
29. All Town of Milton ordinances, including fire code, and Library policies, including posted room capacities, must be strictly observed.
30. Nothing may be stored for a group before or after a meeting.
31. 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.
32. 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.
33. Smoking and alcoholic beverages are prohibited in meeting rooms and on Library grounds.

### **Liability and Responsibility**

34. One person aged 18 or older must be responsible to the Library for the conduct of a non-Library meeting. Any individual or organization 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.
35. The Library assumes no responsibility for lost, stolen or damaged items brought into a Library meeting room.
36. Any individual or organization using a Library meeting room agrees to indemnify and hold harmless the Library and its Board of Trustees and the Town of Milton and its officials for any and all liability which may arise from the use of the premises.
37. The meeting room use privileges of any organization or individual that fails to comply with this Policy and its regulations will be rescinded.
38. The Library Director 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.
39. 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 Milton Public Library Board of Trustees, July 15, 2013.

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