

Meeting Room Policy

The Trustees of the Leicester Public Library welcome community use of the library's meeting rooms. The meeting rooms are primarily available to support library programs and functions that further the goals of the library. When not being used by the library, the rooms are available to established community groups. Not-for-profit groups will be allowed to use the facilities at no charge, for-profit groups will be charged \$25 per day/per room for the use of the facilities. In accordance with the American Library Association's Library Bill of Rights and its interpretation pertaining to meeting rooms, the library does not limit use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors.

1. Meeting rooms are assigned in order of receipt of application. Users can reserve rooms through the Library's web page no less than two business days before the event and no more than 10 weeks in advance, and no more than 12x per year. Requests outside these parameters are approved at the Director's discretion.
2. The person making the reservation must be 21 years of age or older and be in attendance when the meeting room is in use. S/he will be responsible for the conduct of the group.
3. During regular library operating hours, a representative from the group reserving the room must sign in at the circulation desk or with a library staff member when arriving and sign out when leaving. A staff member will then unlock the room for the group and later lock up the room when the group signs out.
4. When meetings are scheduled to begin after or before normal library operating hours, all participants must enter via the meeting room. The main doors of the library will remain locked. There will be no access to any part of the library except the meeting room and adjoining restroom. There will be a \$20 deposit for the access card, which will be returned when the key is returned. The Meeting Room may not be used between 11:00 p.m. and 7:00 a.m., except for library sponsored events or by special permission of the Board of Trustees.
5. The library respectfully requests cancelations are received within 48 hours before the scheduled event. Future reservations may be declined if the cancelation policy is not followed.
6. Under no circumstances may use of the meeting rooms interfere with the use of the library by other patrons, the work of the library staff, or any other aspect of normal library operation.
7. Scheduling conflicts will be resolved at the Director's discretion.
8. All persons attending a meeting in a meeting room shall comply with the Library's Patron Behavior Policy and all requests by library staff and, if applicable, the Leicester Board of Health, the Leicester Police Department and the Leicester Fire Department. Individuals who fail to comply will be required to leave the library building and will be prohibited from using the meeting rooms in the future.
9. Each group using a meeting room shall be responsible to ensure that the meeting room is returned to the same condition as it was prior to the meeting. Failure to restore the meeting room to such prior condition shall render the group liable to the Board of Trustees for the cost of repair and clean up and may result in forfeiture of future bookings. ANY DAMAGE TO LIBRARY

PROPERTY RESULTING FROM THE MEETING WILL BE THE RESPONSIBILITY OF THE INDIVIDUAL RESERVING THE ROOM.

10. The Leicester Public Library retains the right to cancel a reservation granted an outside group, but only in order to use the room for library purposes. If such a reservation is canceled, at least one month notice will be given.
11. Children or young adult groups may use the rooms provided one or more adults supervise the group at all times.
12. Use of the meeting room does not imply endorsement, support, or co-sponsorship by the Leicester Public Library of the activities that take place in the meeting room or of the beliefs of the group using the meeting room. Groups or individuals using the meeting room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the library in any advertising or publicity.
13. Meeting rooms will not be available when the library building is closed due to inclement weather or emergency conditions.
14. The Leicester Public Library is not responsible for equipment, supplies, materials or other items owned by a group and used by them at the library. NO STORAGE FACILITIES ARE PROVIDED.
15. No posters, decoration or other items may be displayed on the walls without the approval of the Director. *Do not tape or otherwise attach anything to the walls.* Arrange for easels or other display options with library staff.
16. Audiovisual equipment may be used. If you need to use library AV equipment, please make arrangements with library staff prior to your event. It is the responsibility of equipment users to be familiar with the equipment. Library staff is not available to troubleshoot.
17. No smoking, vaping, or use of tobacco products of any kind is permitted in the library. [MGL, Ch. 270, Sec. 21-22] and Town of Leicester Board of Health regulations.
18. Light refreshments are permitted provided the group cleans the area. No food is to be left on the premises, *including in meeting room trash cans.*
19. No open flame is permitted at any time.
20. If alcohol is to be served a one-day permit must be obtained from the Leicester Select Board; a general liability policy for \$1,000,000/\$3,000,000 including liquor liability in the amount of \$1,000,000 must be attained and additionally the Town must be named as an Additional Insured. Only TIPS trained servers may serve alcohol and only vendors may bring alcohol into the building. All permit arrangements should be made through the Town Administrator's office.
21. Library tables and chairs are available for use, but the arrangement and set up is the responsibility of user. Include anticipated set up and clean up time when booking the room.
22. No admission fee may be charged, no donations solicited, and no merchandise or beverages may be sold by any group without permission in advance from the Board of Library Trustees or Library Director.
23. Maximum Occupancy limits must be observed.

Adopted at the 2/19/19 Trustee's meeting. *Adjusted to accommodate online booking at the 7/19/22 Trustees Meeting.*

Room Reservations

Community Meeting Room – Ground floor

Limit: 36 people w/6 tables, 48 with chairs only

Staff will provide tables and chairs, but not set them up

Small Program Room -- Ground floor

Limit: 16 people with 4 tables. These tables and chairs are child-sized.

Trustees Room – Second floor

Limit: 6 comfortably at oval table, more without.

Reading Room – Main Floor

Limit: 4 large tables with 4 chairs each. Can accommodate 24 people at tables with notice.

Quiet Study Room – 1 – Second floor

Limit: 4

Quiet Study Room – 2 – Second floor

Limit: 4