

# Meeting Room Policy

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## **STATEMENT OF POLICY**

The Board of Library Trustees of the Reading Public Library subscribes in full to the Library Bill of Rights as set forth by the American Library Association.

The Board of Library Trustees has established this policy regarding use of the Library meeting and conference rooms, and is the sole authority in interpreting these rules and regulations. The Director is authorized to accept reservations for the use of these rooms in accordance with this policy, and to deny or immediately terminate permission to any group whose programs or policies are inconsistent with the best interest of the Library or that violates this policy. The Director's interpretation of these rules and regulations shall prevail subject to the final decision of the Board of Library Trustees.

The primary purpose for the Library meeting and conference rooms is to accommodate current and future Library programming needs. This includes use by Reading Public Library, the Board of Library Trustees, Friends of the Reading Public Library, and Reading Public Library Foundation. After these needs have been met, these spaces are available on equal terms to agencies of the Town, Reading not-for-profit groups and residents of Reading regardless of beliefs and affiliations, provided that the meetings are open to the public. Use of the Library's meeting and conference rooms does not imply endorsement of the group's or individual's policies, beliefs, or programs by the Reading Public Library, Board of Library Trustees, or the Town of Reading.

The Applicant signing for the organization or resident assumes responsibility for the conduct of participants and the protection of Library property in connection with the meeting, event or program. Signee must be at least 18 years old and be an active member of the sponsoring group or a Reading resident with a valid Library card. The Trustees, the Library, and the Town of Reading will be not responsible for injury to persons or property while the building or grounds are used by any group.

## ELIGIBILITY

Meeting spaces may be rented by Town/government agencies, nonprofits that serve Reading, or Reading residents with a valid library card provided:

1. the meeting, event or program serves an educational, cultural, or civic purpose to the community.
2. Applicants do not charge any fees for registration or attendance, with the exception of Library fundraising activities which require permission from the Library Director.
3. meetings, events or programs are open to the public and doors remain unlocked at all times.
4. the primary clientele are Reading residents.
5. Applicants do not offer sale of any goods or services.
6. Applicants agree to pay for any additional fees for special services as outlined in the "Fee Schedule."
7. use is limited to twelve (12) times per calendar year.

Library meeting room rentals are intended for occasional use. Clubs, groups or meetups that have membership fees may not use the library as a primary meeting location.

## GENERAL RULES FOR ROOM USE

1. Meetings cannot conflict with regular Library services or programs.
2. The Library Trustees reserve the right to refuse the use of the Library meeting and conference rooms or cancel any reservation when they deem the action to be in the best interest of the Library and/or Town of Reading.
3. The Applicant requesting the reservation will be the primary contact and the on-line submission will signify understanding and acceptance of all rules and regulations, responsibility for payment of all designated fees, and the responsibility for all rules being followed by the participants in the program. Failure to follow regulations and/or make appropriate payments will affect requests by this individual's organization in the future.
4. All rental applications must be submitted online a minimum of five (5) business days and maximum of three (3) months in advance of the date and time of the event. Rental applications are considered "Pending" until the Applicant receives -electronic approval from library staff.
5. Payment is due with 48 hours of notification of approval. **Please note that "Approved" applications are not "Confirmed" until payment is received.** The Library may cancel the reservation due to non-payment if fees are not received one business day prior to the event.
6. Full refunds are issued to cancellations received one business day in advance of the event, if the Library is closed due to weather, or if the Library must cancel the event

- due to scheduling conflicts. Cancellations by the Applicant that are received less than one business day in advance may result in forfeiture of the fee.
7. If rental period or services exceed agreed upon fee, the Applicant will be billed within seven (7) days.
  8. The rental period is calculated by hour and includes any time for setup or breakdown.
  9. Room rental does not include any custodial assistance with set up or break down, or general technology assistance. Each room comes with specified furniture and equipment. For additional services, please see the "Schedule of Fees."
  10. The Applicant may request technical assistance (fees apply) no less than seven (7) days in advance of the program.
  11. Rates and fees are subject to change without prior notice.
  12. All meeting rooms must be cleared 10 minutes before scheduled closing time to avoid incurring additional fees.
  13. All publicity materials for non-Library meetings, events or programs must state that the program is not endorsed or sponsored by the Reading Public Library, The Board of Library Trustees, or Library staff. The Applicant may include the Library address and location, but may not use the Library telephone number or email as a contact point.
  14. The Library reserves the right to send a representative to any event held in the facility in order to ensure that no unlawful action or action contrary to this policy or the Patron Rights and Responsibilities policy is occurring.
  15. The Library reserves the right to cancel a reservation when the Applicant or their representative is not present within 30 minutes after the reservation start time.
  16. Renters and attendees will adhere to the Reading Public Library Patron Rights and Responsibilities policy.
  17. Facilities must be left neat and orderly. The Applicant is responsible for removing all food and beverages.
  18. Library staff is not available to help with set up.
  19. Nothing may be attached to the walls.
  20. Damage to the facilities must be reported promptly.
  21. Light refreshments in the form of beverages and finger foods may be served.
  22. No smoking, vaping or alcoholic beverages.
  23. Storage of material for groups is not permitted within the Library. The Library is not responsible for equipment, supplies, exhibit materials or other materials owned by a group or individual and used in the Library.
  24. Any meeting that includes children or teens requires one (1) adult for every fifteen (15) individuals under the age of 14.
  25. When the Library is open, non-handicapped individuals attending programs are requested to park on those portions of Middlesex Avenue, Deering or School Streets directly adjacent to Library property. The parking lot is available for use after hours.

## Fee Schedule

Room Rental Fees	Government Agencies	Reading Nonprofit	Reading Individual
Community Room A/B (Max. capacity 120) Rental includes 50 chairs, 10 tables, podium w/ microphone*; access to projector and screen.	No Fee	\$20 / 3 hrs	\$40 / 3 hrs
Community Room A (60) Rental includes 30 chairs, 5 tables, 1 podium*; access to projector and screen.	No Fee	\$10 / 3 hrs	\$20 / 3 hrs
Community Room B (60) Rental includes 30 chairs, 5 tables.*	No Fee	\$10 / 3 hrs	\$20 / 3 hrs
Conference Room (25) Rental includes conference table and chairs; laptop/wireless access to screen.	No Fee	\$10 / 3 hrs	\$20 / 3 hrs

\*Does not include set up of table and chairs.

Additional Fees	Government Agencies	Reading Nonprofit	Reading Individual
Standard Custodial Monday-Friday 9am-8pm	\$38/hr (1 hr min)	\$38/hr (1 hr min)	\$38/hr (1 hr min)
Weekend, Holiday Custodial	\$50/hr (3hr min)	\$50/hr (3hr min)	\$50/hr (3hr min)
General Technology Assistance *	No Fee	\$30/hr (1 hr min.)	\$30/hr (1 hr. min)
DVD/Blu Ray	No Fee	\$25/3 hrs	\$25/3 hrs
Additional Microphone / Wireless Microphones	No Fee	\$25/3 hrs	\$25/3 hrs
Piano Fee **	No Fee	\$25/3 hrs	\$25/3 hrs
Additional Tables	No Fee	\$5 / table	\$5/ table
Kitchen Access	No Fee	\$10 (3 hrs)	\$10 (3 hrs)

*\*Technology Assistance must be requested seven (7) days in advance and is **only** available during regular Library hours.*

*\*\*Piano use must be approved by Library Director.*

*Adopted 6/1998*

*Revisions Approved:*

*7/12/2021*

*5/18/2009*

*2/1/2019*

*5/21/2007*

*2/11/2017*

*5/15/2006*

*8/15/2016*