

# ANDOVER PUBLIC LIBRARY

## Meeting Room Policy

*The intent of this policy is to provide equitable access to this popular resource for as many groups as possible.*

### PURPOSE

In keeping with the library's vision and intent to create welcoming spaces that serve as public commons, and to encourage civic engagement by offering people opportunities to connect and interact, the Andover Public Library (APL) meeting rooms are available for use by community groups for informational and educational programs/uses (may include public lectures, panel discussions, workshops and other similar functions), civic club meetings, special "play" activities, games, certain performances, homeschooling activities, and cultural meetings and programs, when these rooms are not otherwise needed for library purposes. The Art Gallery is also available for wedding receptions, family reunions, showers, special parties and other private activities. The three meeting rooms that are available for community use are: (1) FEMA Storm Shelter, (2) Art Gallery, (3) Conference Room. Use of the library meeting rooms does not imply endorsement by the library staff or Board of Trustees of the viewpoints presented. The use of a meeting room by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activities unless the activity is being co-sponsored by the library. The location of the library may be publicized as location of a named organization's meeting; however, under no circumstances may the library's phone number be used for any purpose, nor will the library help dispense meeting information or registrations.

*Article six of the LIBRARY BILL OF RIGHTS states that such facilities should be made available to the public served by the given library "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."*

### POLICY

The APL Board of Trustees encourages the widest possible use of library meeting rooms by government agencies, nonprofit community groups and individuals as long as this use does not interfere with the normal or specially-planned functions of the library.

- When scheduling a meeting room, an individual must indicate the name of the group or organization and a contact person with a phone number for the organization that will be using the meeting room.
- The individual scheduling the meeting for an organization must sign a copy of this meeting room policy as an acknowledgement and agreement to abide by the rules of the policy.
- Although every effort will be made not to do so, room bookings are subject to cancellation by the library with two weeks notice if the room is needed for library programming. If the library must close due to weather or any other emergency, any activities scheduled for the meeting room will be canceled. All fees will be

refunded. In the event of sudden adverse weather, it is the responsibility of the organization using the room to contact the library to determine whether or not the room will be available.

- If the organization using the library must cancel a meeting, prompt notification to the library is required. It is the group leader's responsibility to notify the members/audience if the scheduled meeting or public program is to be canceled. The library does not post signs about such cancellations.
- Programs involving the sale, advertising, promotion of commercial products or services or programs sponsored by a business firm, regardless of purpose, are prohibited except for those performers that charge admittance and/or would be allowed (with pre-approval) to sell sound recordings, videos and books related to their performance.
- Monetary solicitation of any kind (i.e., donations, registration fees, etc.) may be sought from meeting room attendees only if pre-approved or co-sponsored by the library.
- Groups may charge a reasonable materials cost amount to recover the cost of materials, hand outs, craft making supplies, refreshments, etc. Arrangements for payment of such fees have to be approved at the time of booking the room reservation.
- Annual programs can be scheduled up to one year in advance. The library shall have the right to limit the number of meetings held by any organization in order to make space available to as many groups as possible and to ensure that the use of meeting rooms does not become unreasonably ongoing and exclusive.
- Users agree to abide by all regulations of the library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear. Damage costs will be assessed and charged to the user by the facility director. Users with unpaid charges will be denied access to the meeting rooms.

#### CHARGES

If a fee is required for use of the room(s), payment is due with the completed application. The Andover Public Library may charge a fee for using the meeting rooms to defray costs of maintenance, cleanup, depreciation of equipment, fines, electricity, etc. After hour usage of the library will require a fee to defer the cost of the afterhour's staff fee. The library reserves the right to charge user fees according to the classifications of usage defined below. Within these classifications, reservations are filled on a first-come, first-served basis.

**Class "A" Use:** Class "A" rates apply to non-profit groups, government agencies and City of Andover departments for non-commercial use (i.e., no admission fee or vendor fee and/or donation is requested or received). Events may or may not be open to the public and may occur during or outside of regular library hours. The library welcomes and appreciates donations for the use of the meeting rooms.

**Class "B" Use:** Class "B" rates apply to groups whose events, performances, book-signings or meetings involve admission fees; material cost recovery; sale of sound recordings, videos or books. Events may or may not be open to the public and may occur during or outside of regular library operating hours.

**Class "C" Use:** Class "C" rates apply to businesses, private individuals or private groups. Admission or vendor fees may be collected and donations may be received during the events if pre-approved by the library. Events may be held during or outside of regular library operating hours. Examples of Class "C" use include private parties, receptions, seminars, or workshops.

Room	Deposit - Refundable	Staff After Hours	Kitchen Use	Equipment Use	Class A **	Class B **	Class C
FEMA	\$50.00	\$12.00 per hour	\$20.00	\$20.00	No charge	10% of sales or fees	\$25.00 per hour not to exceed \$150.00
Art Gallery	\$50.00	\$12.00 per hour	\$20.00	\$20.00	No charge	10% of sales or fees	\$25.00 per hour not to exceed \$150.00
Conference	\$50.00	\$12.00 per hour	\$20.00	\$20.00	No charge	10% of sales or fees	\$25.00 per hour not to exceed \$150.00

\*\* Donations appreciated for room use but not required.

#### GENERAL RULES AND REGULATIONS REGARDING MEETING ROOM USE

- Groups/individuals interested in using the library meeting rooms must first fill out an "Andover Public Library Meeting Room Application." This application must be on file at least one week prior to the scheduled meeting date. By signing the form the applicant agrees that this document, "General Rules and Regulations Regarding Meeting Room Use," has been read and understood. Failure to abide by these regulations may disqualify the group from future use of the rooms.
- An authorized adult representative (age 18 or over) of the group must request use of the meeting room and fill out the application form. The group contact person (name on application) will be responsible for any damage charges incurred by the group. An adult leader shall be present at all times and be responsible for the supervision of any groups of children under the age of eighteen using the meeting rooms.
- After hour usage requires a staff member to be present in the library building.
- Attendance is limited by maximum room capacity, as determined by fire code.
- Groups may not consider the library their permanent meeting place or use the library as a mailing address. Registering participants is the responsibility of the group, not the library.
- Groups may not store their supplies and/or equipment in the library before, between or after the time of the scheduled meeting.
- Groups expecting large attendance or holding all-day events must arrange to have their member's park so that sufficient, convenient parking will be available to other library patrons.

- A phone call can be made to determine the availability of a room, but room reservations are not confirmed until the application form has been completed, signed and processed.
- The library will maintain a calendar listing of confirmed meeting dates.
- Groups using the meeting room(s) must not disrupt the normal functions of the library.
- Smoking is not allowed in library facilities, including the lobby areas, meeting rooms, restrooms, coffee shop, patio and garden(s). No candles will be used in the library unless battery operated.
- Alcoholic beverages may be served in the library **ONLY OUTSIDE OF REGULAR LIBRARY HOURS**. Depending on the scope of the event, liability insurance will be required at the sole cost of the applicant. Any additional required permits such as a liquor license and liquor liability insurance will also be at the sole cost of the applicant. The library reserves the right to require additional insurance for certain special events. The library requests that any organization that already has special insurance coverage, please file it with the library upon application. **A "TEMPORARY" LIQUOR PERMIT WILL HAVE TO BE OBTAINED THROUGH CITY HALL BY THE USER FOR EACH ACTIVITY. Contact the City of Andover at 733-1303 for the fee rate and application information.**
- The library is not liable for injuries to people, damage to the users' property, or loss of property belonging to individuals or groups using the meeting rooms. The library director or his/her designated agent may require any group, organization or individual seeking use of library facilities to furnish a certificate of insurance covering liability for personal injury to participants or spectators or damage to property.
- The computer room may not be used for group meetings.
- Duly constituted continuing political groups are allowed to use library meeting rooms, but temporary committees for the advancement of an individual's or issue's success in a campaign are denied such use.

## CONDITIONS OF USE

### Schedule

- Meetings in the FEMA Room must be held during regular library hours and must end 15 minutes before closing.
- Meetings in all rooms must end on time so the room can be cleared or prepared for other meetings.
- Meetings in the Conference Room and Art Gallery can be held at any time.

### Open Meetings

- Programs which are open to the general public must be open to all, consistent with the informational, educational and/or cultural purposes of the library.

### ADA Requirements

- Groups are responsible for ADA (Americans with Disabilities Act) requirements and for providing requested accommodations for meetings or programs. A statement regarding the availability of accommodations must be included in all publicity or notices, i.e., "If you need alternate accommodations to access this

meeting or program, please contact (name of person/organization) one week in advance of program or meeting.”

#### Food or Drink

- Groups who use the library rooms may serve food when their plan to do so has been pre-approved by the library. If refreshments are served in the meeting space and the kitchen is used, a kitchen fee will be charged to defray the cost of cleanup and maintenance. The fee must be submitted with the application. The library will not provide dishes, silverware, table covers, or any other kitchen utensils. This policy is not applicable to library related activities.
- The group is responsible for leaving the room and/or kitchen facilities, parking area and grounds in the condition in which they were found. Damage deposit charges (or parts of the charges, thereof) will not be returned if extra cleanup is required. Imposition of this fee will be at the discretion of the facility director. Anything left in the meeting room on the day following a meeting will be discarded.

#### Equipment and Media

- Subject to availability, the library's audiovisual equipment may be used. An equipment fee will be charged for the use of the equipment to defray depreciation costs. A group/individual may also bring in his/her own equipment.
- Equipment should be reserved at least one week in advance of the meeting. It is recommended that the equipment be reserved at the time the room is reserved.
- The library cannot provide operators for or help with the equipment during the scheduled meeting. If instruction is required for equipment operation, a representative of the group must set up an appointment with staff in advance.
- The library will provide tables and chairs required by the group to the greatest extent possible. It is advisable to check with the library when reservation is made so that if the library cannot supply what is needed, the group/individual can make other arrangements. Each group is required to set up tables and chairs for their meeting and the group is required to return these items to their original position after the meeting is concluded if changed from library setup. A \$20.00 fine will be charged if tables and chairs are not returned to their proper places.
- Waste should be placed in the proper receptacles.
- Library films or other library materials that may be needed for the meeting(s) must be obtained for use through normal library circulation procedures.
- No group shall, under any circumstances, tamper with electrical or heating/AC controls.

#### Internet/PC Use

- Wireless internet access is available in all meeting rooms.
- Groups will need to bring their own laptops.

#### Signs

- Signs, decorations, working papers or posters may not be attached to the walls and surfaces of the meeting rooms. No balloons of any kind will be allowed inside the facility.

***The undersigned acknowledges and agrees to follow all rules and regulations, and accepts responsibility for seeing that they are followed.***

Signed \_\_\_\_\_

Date \_\_\_\_\_ Phone number(s) \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_