

## **Meeting Room Policy**

The Gladys E. Kelly Public Library offers meeting rooms for use by community groups or associations for educational, informational, cultural, intellectual or charitable purposes.

There is one large meeting room available on the first floor, which accommodates up to 120 people. The Local History Room available on the second floor can accommodate up to 10 people.

The Meeting Rooms are primarily designed for use by:

1. Library and Town departments.
2. Registered public charities.
3. Any organization desiring to rent a meeting room for fund-raising purposes of a non-charitable nature or to use the facility for public recreational or entertainment purposes (i.e. community groups, art, music, drama groups).

### **Booking Guidelines**

1. Requests for use of a meeting room are made by completing the Application for Meeting Room Use form and submitting it to the Library Director.
  - o Within 3 days of receipt of this form, the signatory on the form will be notified if use of the room has been confirmed or denied.
2. A room may be reserved up to two months in advance.
3. Only two reservations may be made at one time. Additional reservations may be made only after the applicant's last scheduled meeting.
4. Bookings will be approved in order of receipt.
5. The signatory on the application form must attend the meeting and assure that regulations are followed.
6. A signature on the Application for Meeting Room Use form constitutes understanding and agreement with the Meeting Room Use Policy.
7. Please notify the library of any cancellations, so that we might free the room for other groups, and answer questions if participants arrive for a cancelled meeting.

### **Room Use Guidelines**

1. Library programs take precedence.
2. Permission for use of the room will be granted to adults only.
3. No room reservations will be scheduled prior to the library's opening.
4. Leaders of groups using any meeting room must inform participants that children under the age of 10 may not be left unattended in the library while parents attend meetings.
5. Light refreshments may be served. Groups may not store food in advance of programs or leave food after the event concludes.
6. Smoking is prohibited at all times.
7. Alcoholic beverages are prohibited unless use is pre-approved by the Library Director and all Town guidelines are followed.
8. A Security deposit of \$200 will be required. Groups using the meeting rooms will be held responsible for any costs incurred by the Library or the Town as a result of that use.

9. Groups are responsible for arranging tables and chairs as they desire, and returning room to original order and in a clean and neat condition before leaving.
10. The rooms will remain locked when not in use for programming or other Library-related functions.
11. No items may be taped, tacked or otherwise affixed to the walls or wall hangings. All decorative items must be removed immediately at the conclusion of the event.
12. If tables are to be used for crafts, painting or any kind of art activity, groups are responsible for providing and removing table coverings to protect the tables.
13. The Library and the Town of Webster will not be held responsible for the loss of or damage to personal property of group members while on the premises.
14. The Library reserves the right to revoke or refuse permission to use the meeting room. Factors including, but not limited to, the possibility that a proposed meeting or event will be disruptive to library services and programs, impede library staff or patrons, or endanger the library building or collections will result in rejection of the meeting room use application. The final determination rests with the Library Director.
15. Meeting rooms will not be available when the library building is closed due to inclement weather or emergency conditions.
16. Permission to meet at the Library does not in any way constitute or imply endorsement or support of the user's policies, beliefs, or programs by the Library staff or Board of Trustees.

### **Fees and Charges**

1. The Community Meeting Room is free for non-profit groups. A Tax Exempt form may be required to show non-profit status.
2. A fee for for-profit groups and private parties of \$50.00 per meeting (3 hours). An additional \$20.00 is charged for each additional hour the room is used.
3. Programs which take place after regular library hours require a custodian to stay on the premises until the program is complete.
4. The cost to hold a program after hours is: \$50.00 per custodian per hour. An additional charge of \$50.00 per hour may be charged if there is excessive cleaning or repairs required.
5. Payment must be received one week prior to meeting or event. Mail a check or money order made payable to the Town of Webster, along with a copy of your confirmation to:

Gladys E. Kelly Public Library

2 Lake Street

Webster, MA 01570

**Approved by the Library Board of Trustees  
July 5, 2018**

**Gladys E. Kelly Public Library  
Application for Meeting Room Use**

I have read and understand the Gladys E. Kelly Public Library Meeting Room Use Policy.

Do you (the Requesting Organization) have an in-force General Liability Policy?     Yes             No

If yes, what are the limits of liability? \_\_\_\_\_ Bodily Injury: \_\_\_\_\_  
Property Damage: \_\_\_\_\_

Is the organization non-profit?

Yes             No

If yes, please provide proper documents.

Application Date \_\_\_\_\_

Name of Organization of Group; \_\_\_\_\_

Mailing address of organization:  
\_\_\_\_\_  
\_\_\_\_\_

Reservation Date: \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Purpose or Function of Meeting: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Refreshments being served: \_\_\_\_\_

Applicants Name (printed) : \_\_\_\_\_

Applicants Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Business Phone Number:  
\_\_\_\_\_

Email: \_\_\_\_\_

*Please do not write below this line. Thank you.*

Staff Accepting Application: \_\_\_\_\_ Date received: \_\_\_\_\_

Confirmation Date \_\_\_\_\_ Notified by: \_\_\_\_\_

Form can be mailed to Gladys E. Kelly Public Library, 2 Lake Street,  
Webster, MA 01570 , emailed to [agrenier@cwmars.org](mailto:agrenier@cwmars.org).

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July 5, 2018**