

# Bridgewater Public Library Meeting Room Policy

The Bridgewater Public Library welcomes the use of its meeting rooms for public and private use. When not in use by the Library and when available, meeting rooms can be used by public and private organizations for a fee.

All meetings must end half an hour (30 minutes) prior to closing. Meetings can be scheduled outside of Library operating hours for an additional price. Such meetings need to be scheduled a minimum of five (5) business days in advance and are subject to staff availability and prior approval of the Library Director.

No meeting may be held for the financial profit of any organization or individual or for any social function (e.g. bridal shower, birthday party, etc). Special programs may be held in any Library space provided the event is sponsored or co-sponsored by the Library.

## **FEES**

Reservation fees are the same for all three meeting spaces (listed below under EVENT SPACE DETAILS).

**Individuals and Organizations:** \$50/hour

**Nonprofit Organizations:** \$25/hour

**Any use outside of Library's open hours:** \$100/hour

(Use outside of Library's open hours is subject to staff availability, library scheduling, and approval by the Library Director)

No fees for programs sponsored by Bridgewater Public Library, Bridgewater schools and other Bridgewater town departments. No fees for non-profit civic, cultural, educational, and community group events that are free and open to the public. Non-profit meetings that are closed to the public will be charged at the non-profit rate.

Failure to remove trash from the building or return the room to its original condition after use may result in a \$50 cleaning fee. Failure to relinquish the room at the end of the agreed upon reservation will result in an additional charge at the above rate and may result in being barred from future use.

Payment must be received by the Library prior to the start of your event. Checks may be made payable to: Bridgewater Public Library. If an event is canceled with less than 48 hours' notice, the organization will be charged the reservation fee.

## **EVENT SPACE DETAILS**

Reservation fees (listed above under FEES) are the same for all three meeting spaces.

### **Flora T. Little Meeting Room**

Capacity: 100

Best for: Lectures, presentations, concerts, classes

### **Judith Gabriel Meeting Room**

Capacity: 50

Best for: Classes, large meetings

### **Mary Jarvis Conference Room**

Capacity: 12

Best for: Meetings

## **RESERVATIONS**

- Meeting room space is intended for single events rather than regularly scheduled meetings. However, we welcome inquiries and may accommodate such meetings if space is available with an advance reservation of no more than thirty (30) days.
- A maximum of four (4) reservations may be scheduled per month for any individual, group, or organization.
- Room reservations will be accepted in the order received. The Library reserves the right to reschedule meetings.
- Library staff will confirm or reject booking requests by email no later than five (5) working days of receipt of request.
- The Library does not guarantee that technical support will be available on the day of the event.
- Meeting room bookings should include time to set up and clean up. Set-up and/or clean-up may not occur while the room is in use or reserved by another group.
- The contact name listed on the online application must be an authorized representative of the organization who will assume responsibility for adhering to all requirements stated herein. If a different person will be present and responsible during the event, that person's name must be given in the application form.
- Individual applicants for room use must be at least 18 years old.

## **RULES AND REGULATIONS**

- The designated person in charge must enforce all Library room use regulations.
- An adult sponsor must accompany groups of minors for all events. There must be a minimum of one (1) adult sponsor for every five (5) minors.
- Attendance must be limited to the posted capacity of the meeting room.
- The Library provides tables and chairs. Meeting room set-up is the responsibility of the applicant. Groups using rooms may arrange the tables and chairs as they choose, ensuring that all attendees, furniture, and equipment does not block exits.
- Rooms must be returned to their original condition.
- Groups are responsible for paying for the replacement or repair of lost, stolen, or damaged equipment, furnishings, and infrastructure of Bridgewater Public Library.
- Light refreshments may be served. Hot food may not be served.

- All food, supplies, and utensils must be provided by the group, and all leftovers must be properly disposed of and removed from the premises.
- The meeting space must be left in an orderly and clean condition.
- Nothing may be taped or tacked to the walls or moldings.
- Authors, artists, or musicians using the meeting room may sell copies of their work.
- No open flame or lit candles are permitted.
- No smoke/tobacco/vape products or alcoholic beverages are permitted.
- If the group or an individual in attendance is being disruptive, the group or individual may be asked to leave the premises by Library staff.
- If the noise level in the meeting room disturbs patrons in other parts of the Library, the designated person in charge will be asked to quiet the room or end the meeting.
- Spills or accidents requiring attention must be reported immediately.
- Intrusion of any group or group activities into areas not reserved in advance is not permitted.
- All federal, state, and local laws regarding public assemblies must be obeyed.
- The sponsor agrees to hold the Bridgewater Public Library, Library Board of Trustees, Town of Bridgewater, their agents, servants or employees harmless and to indemnify them from all loss, cost or damage on account of any and all injuries that may be sustained or property damage incurred or caused as a result of the sponsor's program either by the sponsor or the attending public.
- Only fundraising events sponsored by the Library, the Friends of the Library, or other organizations affiliated with the Library or Town of Bridgewater are permitted.

#### **PUBLICITY**

- No publicity by any individual, group, or organization shall imply Library sponsorship or endorsement. The Library and Library Board of Trustees does not imply endorsement of any group or organization's beliefs, policy, or program. No group shall, in any of its publicity, state or suggest that Bridgewater Public Library, the Library Board of Trustees, the Town of Bridgewater, or any of their agents, servants or employees sponsor or endorse in any way the meeting, group, or any particular set of ideas.
- Advertising materials may include the location address, but not the Library's phone number or email address.

THE LIBRARY RESERVES THE RIGHT TO PROHIBIT THE USE OF THE ROOM BY ANY INDIVIDUAL, GROUP OR ORGANIZATION THAT DOES NOT COMPLY WITH THIS POLICY.