



Gleason Public Library

Meeting Room Policy

As a public institution dedicated to the free expression of and free access to ideas presenting all points of view concerning the problems and issues of our times, the Gleason Public Library makes the Ruth W. Hollis Room (Hollis Room) and the Quiet Study Room available on equal terms for the lawful activities of all groups and persons, regardless of their beliefs or affiliations, according to the guidelines below.

The Gleason Library has two meeting spaces available for use. The Ruth W. Hollis Room (capacity 50) and the Quiet Study Room (capacity 10).

Policy

1. The Hollis Room at the Gleason Public Library serves multiple purposes: to house and make accessible local historical materials, to provide space for story hours and library programs, and to provide facilities for public meetings sponsored by non-profit community organizations. Needs of the Library for use of the meeting room take precedence over other functions.
2. The Quiet Study Room is intended for groups to work and study together. It is not intended for individual use. The Study Room may be reserved for small group meetings with permission of the Library. When not reserved, patrons may use the room even if they see another patron in the space. A sign will be posted on the exterior when the room is reserved.
3. As a community service, the Gleason Public Library makes its meeting rooms available for use by nonprofit community groups when they are not being used for Library-related activities. Programs must be open to participation by any patron, consistent with the informational, educational, or cultural purposes of the Library. Groups using the meeting rooms must not disrupt the normal functions of the Library.
4. The Gleason Public Library does not endorse the views expressed by any group or individual using its meeting rooms but does endorse the right of those individuals or groups to express their views so long as they abide by the policies and rules governing the use of meeting rooms.
5. During a meeting or program that is open to the public, no admission fee or donation requests are permitted. No items may be sold unless for the profit of the Library or approved author visit. However, groups may charge a reasonable fee to recover the cost of materials, hand-outs, craft making supplies, refreshments, etc. Arrangements for any such fees have to be approved at the time of booking the room reservation, and must be collected by the booking organization. Fund raising events sponsored by the Library, Friends of the Library or other organizations affiliated with the Library are permitted.
6. The Library Board of Trustees reserves the right to amend these regulations at any time, to waive any meeting room regulation and to deny or cancel any application for reservation of meeting room space. Meeting rooms are not available for private parties, or meetings organized only for a given membership. Non-profit groups must either be located in the Town of Carlisle or have members on the Board who live within the Town limits. If the group does not meet these two criteria, use may be allowed if the group is providing a program open to the entire Carlisle population without any fee.

Reservations

1. The Hollis Room and the Quiet Study Room may be reserved up to three months in advance. Registration at least 24 hours in advance may be required. There is no charge for using the Hollis Room or the Quiet Study Room.
2. A meeting room application must be completed before use of the Hollis Room is authorized. The Quiet Study Room does not require an application. Requests for use of a meeting room may be made during regular Library hours at the Reference Desk. Any adult making a reservation, as well as the membership of the group as a whole, must agree to assume full responsibility for any damages to the facility or equipment which may occur as a result of the group's activities. This includes carpet stains requiring carpet cleaning.
3. The needs of the Library take precedence over other groups. The Library reserves the right to cancel prior meeting room reservations with at least 48 hours' notice, or with less notice in case of emergency (snow closing, safety reasons, etc.).
4. Meeting rooms are available on a first-come, first-served basis. Prompt notification to the Library of cancellation of a meeting is required in order to make the room available for others. It is the group leader's responsibility to notify its members/audience as well as the Library if the scheduled meeting is to be canceled.
5. Individuals booking the Hollis Room must be at least twenty-one (21) years of age and an adult, age 21 or older, must be present during the entire use of the meeting room by the group. The signatory on the application accepts responsibility for assuring that no alcoholic beverages or controlled substances are brought into the Library. People of all ages may book the Quiet Study Room.
6. Meeting space may be reserved for use only during normal hours of operation, starting on the hour or half-hour, and must be vacated 30 minutes before closing time. Meetings may be scheduled starting 30 minutes after the Library opens.
7. Meetings held in a Library meeting room must not disturb normal Library operations or harm the local historical materials. The Library reserves the right to stop meetings that are disruptive to normal Library operations. The Library reserves the right to reject any application if it is determined that the organization has abused its past privileges in using the meeting rooms either by vandalism, abusive action or other use in violation of the stated purposes of this policy at the Library's discretion. The signed application form assigns responsibility for loss or damages to the room to the signatory of the application.
8. Hours available are as follows:

10:30 A.M. – 8:30 P.M., Monday, Tuesday, Thursday
1:30 P.M. – 8:30 P.M., Wednesday
10:30 A.M. – 4:30 P.M., Friday, Saturday

All set up and cleanup must be done within time listed on application.

Guidelines

Capacity: Attendance at meetings will be limited to 50 persons in the Hollis Room and 10 people in the Quiet Study Room. Seating and/or supplementary furniture are not allowed in the landing outside the Hollis room. Pre-registration may be required if demand beyond capacity is anticipated.

Attendance/registration use: If an attendance form or program registration form is used, it should be clearly stated if the list of names would be used for sales calls. Attendees can then choose to not sign, or to remove their names.

Furniture and equipment: The Library provides 4 tables that accommodate 26 chairs, and 24 additional chairs for use in the Hollis room. The Library provides two tables and 10 chairs in the Quiet Study Room. Groups using the Hollis Room should specify the number of seats needed at the time of booking, but must set up the chairs and tables themselves. Some equipment items for the Hollis Room and Quiet Study Room are available and may be requested on the application form. The Library assumes no responsibility for equipment failure and resultant damages to patron property. Special arrangements may be made to use the Hollis Room kitchen. Persons planning to use the equipment in either meeting room must know how to operate the equipment. Arrangements can be made prior to a meeting for staff to show a user how to operate the equipment.

Groups using the Hollis Room may rearrange furniture, but must return the room to its original condition prior to the end of the scheduled room use. The Library is not responsible for setting up or taking down chairs or tables. Groups may not rearrange the furniture in the Quiet Study Room.

No additional furniture or equipment other than that already available in the rooms will be provided, and no additional furniture may be brought into the rooms.

Refreshments and clean-up: The pantry space in the Hollis Room is limited and not meant for full meal preparation; it includes a sink and coffee pot. If refreshments are served, attendees are to be clearly advised by the group leader that food and/or beverages must remain in the pantry or meeting room. Groups are expected to return the pantry and meeting room facilities to their original condition. Refreshments may not be brought into the Library without prior approval. Only light refreshments such as a beverage and cookies or tea sandwiches will be permitted; the group serving them will be responsible for any cleanup following the meeting. No alcoholic beverages of any type may be brought into, served, or consumed on the Library's premises. Please choose food items that are friendly to the carpet and furniture. An extra fee will be charged if the group's use of the room results in the need for repair to Library furnishings or equipment or if excessive cleanup is required by Library staff. Imposition of this fee will be at the discretion of the Library Director. Covered beverages are allowed in the Quiet Study Room.

Parking: Meeting attendees are encouraged to carpool or to park off-site at the Town lot on Lowell Street.

Accidents/Damage: Accidents must be reported to the staff member in charge who will report the incident according to Library procedure. The Library is not liable for injuries to people, damage to their property, or loss of property belonging to individuals or groups using the meeting room. Payment shall

be made for any damage to or loss of Library property. Use of the rooms by the organization is suspended until payment is received.

Storage: Equipment, supplies or personal effects cannot be stored or left in the Hollis Room or Quiet Study Room before or after use.

Telephone use: Library business phone use will be limited to emergency calls only. No telephone messages will be taken.

Publicity: The name, address or telephone number of the Gleason Public Library may not be used as the contact for the meeting. Any announcement or notices to publicize an activity should not be posted or distributed within the Library without prior approval from the Staff.

Exits: All exits must be kept unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits. Do not use the Emergency Exit except in cases of emergency.

Decoration: Nothing may be attached to the walls or the ceiling.

Fire codes: No open flames, including incense or candles, are permitted.

End of meeting: Programs or meeting must end at least one half hour prior to Library closing time. Librarians and Library custodial staff have to be scheduled to be on hand in the building to close and secure the premises. The person in charge of the meeting should secure the room and alert the Reference staff member when leaving.

Use of the meeting rooms by any group signifies acceptance of the terms of this policy. Failure to abide by these rules for meeting room use may be justification for denying the group further use of meeting rooms.

CHECKLIST FOR END OF ROOM USE – HOLLIS ROOM

1. Turn out lights in pantry, meeting room. Check faucets and appliances.
2. If screen is used, return to original position; return any borrowed equipment to the storage space.
3. Return tables and chairs as found unless instructed by staff otherwise.
4. Clean kitchen-return it to the state in which you found it. Mop if necessary.
5. Vacuum where necessary.

CHECKLIST FOR END OF ROOM USE – QUIET STUDY ROOM

1. If AV is used, return to original position; return any borrowed equipment to Library staff
2. Return table and chairs as found
3. Discard any trash in receptacles

Approved by Trustees May, 2009 | Updated and approved November 10, 2016