



Gleason Public Library

Approved by Trustees May, 2009. Revised January 2018; August 2022.

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). The guidelines for the Quiet Study Room shall also apply to any newly-created small meeting room.

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 and not-for-profit community organizations. Meetings held by non-library groups must be open to the public. The Hollis Room is not available for private parties.
2. The Quiet Study Room is intended for groups to work and study together. The Quiet Study Room may be reserved for small group meetings, including remote meetings and phone calls, and individual quiet work 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. Needs of the Library for use of the meeting rooms take precedence over other functions.
4. Groups using the meeting rooms must not disrupt the normal functions of the Library and must follow the [Library Expectations Policy](#).
5. 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.
6. Programs or meetings taking place in the library may not charge fees. Donations may be permissible by special permission of the Board of Trustees. No promotions or sales of services, products, materials or other items are allowed, with the exception of books sold by authors at events sponsored by the Library or affiliated organizations. Fundraising events sponsored by the Library, Friends of the Library, or other organizations affiliated with the Library are permitted.
7. Publicity for events to be held in a library meeting room must clearly identify the sponsoring organization. Groups must not imply library sponsorship of their program or organization in their publicity.

8. 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.

PROCEDURES AND GUIDELINES

Reservations

1. Meeting rooms 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 agreement must be completed before use of the Hollis Room is authorized. The Quiet Study Room does not require an agreement but can be booked in advance. Requests for use of a meeting room may be made at the Reference Desk or on the Library website. 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 eighteen (18) years of age and an adult, age 18 or older, must be present during the entire use of the meeting room by the group. The signatory on the application accepts responsibility for ensuring 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 and must be vacated 30 minutes before closing time. Meetings may be scheduled starting 30 minutes after the Library opens. All set-up and cleanup must be done within the time booked. For current available hours, visit <https://gleasonlibrary.org/book-a-room/> or ask at the Reference Desk.
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.

Guidelines

Capacity: Attendance at meetings will be limited to 50 persons in the Hollis Room and 10 people in the Quiet Study Room per fire code. For attendee comfort, we suggest a limit of 30 in the Hollis Room and 6 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 must set up the chairs and tables themselves and 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. No additional furniture may be brought into the rooms.

Some a/v 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. 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. If showing a movie or other copyrighted material, the user is responsible for obtaining public performance rights. Some movie screenings may be covered by the Library's site license; please contact the Library Director for more information.

Refreshments and clean-up: In the Hollis Room, light refreshments are permitted, such as a beverage and cookies or tea sandwiches. A sink is available in the pantry space; the tap water is not drinkable and should only be used for handwashing or dishwashing. No additional kitchen facilities are available. 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 responsible for clean-up and are expected to return the pantry and meeting room facilities to their original condition, including wiping down tables if food was served to reduce allergen risks. 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. Food is not permitted in the Quiet Study Room.

Parking: Meeting attendees are encouraged to carpool; please ask the Library if you would like information on off-site parking for larger events.

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. Wipe down tables. 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