



Gleason Public Library

Approved by Trustees May, 2009. Revised January 2018; August 2022; April 2025.

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, the room is available for walk-in use.
3. Needs of the Library for use of the meeting rooms take precedence over other functions. 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.
4. Groups using the meeting rooms must not disrupt the normal functions of the Library and must follow the [Library Expectations Policy](#). Groups that violate the Library Expectations or Meeting Room Policy, or are disruptive to normal Library functions, may be asked to leave and may be denied future use of the meeting rooms.
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. Non-Library-affiliated events will not be listed on the Library events calendar.
8. Attendance is limited to 50 persons in the Hollis Room and 10 in the Quiet Study Room per fire code. Groups using the room are responsible for complying with these limits. No additional furniture may be brought into the meeting rooms.
9. 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.

Reservation Policies

1. Meeting rooms may be reserved up to 60 days in advance. Reservations must be made at least 2 hours before the Library closing time on the operating day prior to meeting room use. There is no charge for using the Hollis Room or the Quiet Study Room.
2. A group or individual may make advance reservations for the Hollis Room a maximum of two times per month, and the Quiet Study Room a maximum of two times per week, unless the Library Director gives permission for additional meetings. Groups wishing to request additional reservations may contact the Library Director to request approval on a case-by-case basis.
3. A meeting room agreement must be completed before use of the Hollis Room is authorized. The Quiet Study Room does not require an agreement. 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.
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. The signatory must ensure that the group or organization observes [Town by-laws](#) while using the rooms.
6. Individuals age 9 and up may book the Quiet Study Room. Individuals under 9 must be supervised at all times by a responsible adult and cannot be left alone in the Quiet Study Room.
7. Persons wishing to use the audiovisual equipment installed in the meeting rooms (e.g. projector) must contact the Library in advance to confirm equipment availability and specifications.
8. Meeting space may be reserved for use only during normal hours of operation. Meetings may be scheduled starting 30 minutes after the Library opens. Meetings should end at least 30 minutes before closing time and the room must be clean and vacated at least 15 minutes before closing time. All set-up and clean-up must be done within the time booked. Groups affiliated with the Library or with other Town of Carlisle departments, boards, or committees may contact the Library Director to request use of the meeting room outside of these hours; approval will depend on staff availability and security considerations.