

Henry W. Ramsdell Meeting Room Rules and Procedures

Reservations:

The Henry Ramsdell Meeting Room has a maximum capacity of 60 people. Massachusetts fire regulations will not allow us to accommodate larger groups in this room.

Reservations are made with the Library Director or, in the case of a school request, with the School Librarian. Requests are first come first served, with town elections and certain other government events taking priority over other reservations.

All requests are to be marked on the Library calendar. A contact person's name and phone number

Should a meeting conflict with a library-sponsored program the library program will receive priority.

Individuals must be 18 years of age or older to reserve the meeting room.

The meeting room may not be used for for-profit classes or events. Admission to events may not be charged. With pre-arranged permission of the Library Director groups may solicit voluntary donations to offset costs, but we do not allow suggested donation amounts nor require donations for participation.

All classes must be sponsored by the Library or another town group and must be free and open to the public.

In the case of after-hours meetings or events the group contact person should see the library staff in advance of the meeting to sign out a key to the building. The staff will provide instructions for locking up. The key should be returned in the drop box once the building is securely locked.

Meeting Room Facilities:

Rest rooms are available at all times

A coat area is available in the History Room and a coat tree in the meeting room.

Instructions for adjusting the heat are printed next to the thermostat in the meeting room.

Please turn off the light in the hallway when your event is finished.

Equipment and Supplies:

A projector, screen and large-screen TV with data input available for use. Presenters must provide their own laptop computers. WIFI is available. Those wishing to use the equipment must receive training and permission from the Library Director &/or staff in advance in order to learn set up and operation of the equipment.

Easels are available for presentations. Markers and flip charts are the responsibility of the group.

A piano is available for use with permission of the Library Director.

No decorations, posters, or any other materials may be installed or displayed in the meeting room without prior approval from the Library Director.

Tables and chairs are provided in the room and may be configured as you desire. Furniture from other parts of the Library may not be moved into the meeting room without permission from the Library Director or library staff.

The Library will not store AV equipment or other supplies belonging to groups using the library.

Kitchen Facilities:

Food and drink must be consumed in the meeting room.

The library will provide a coffeepot, microwave and a tea kettle, but cups, paper goods, utensils, cream, sugar or other equipment and supplies will be the responsibility of the group. Tablecloths are available with permission of the Library Director and must be washed and returned within five days of use.

No alcohol is allowed in the library at any time.

No smoking is allowed in any part of the library or on library grounds. No open flames are allowed in the building per Massachusetts fire code.

The library will not store food or other supplies belonging to groups using the library except with permission from the Library Director.

Groups using the library are responsible for:

Set up of all chairs, tables and equipment

Clean up, which includes:

- Bagging trash and depositing it in the large trash bin

- Cleaning all dishes and wiping the countertops

- Wiping all tables

- Removing items from refrigerator

- Sweeping the floor with hand sweeper

- Securing the building at the end of the meeting (see above)