

Pelham Free Public Library

Meeting Room Use and Community Programming Policy

The Pelham Library welcomes community use of the Henry W. Ramsdell meeting room and the Local History Reading Room. When not being used by the Library, these rooms are available to Town government, Pelham school, and established non-profit groups based in Pelham.

Individuals and other non-profit groups with a Pelham contact or Pelham residents may apply to the Library Director or Board of Trustees for permission to use either space. In accordance with the American Library Association's *Library Bill of Rights* and its interpretation pertaining to meeting rooms, the Library does not limit use of a meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors.

With the exception of Library and Library-related programs, groups must receive special permission to use the meeting rooms more than once each month. Rules and procedures for use of the meeting rooms are established by the Trustees of the Library and will be given to each group to review and sign. The individual who signs the Meeting Room Use Application is responsible for the security, safety, and behavior of the group and for any property damage resulting from the group's use of the room. The Behavior Policy of the Pelham Library is in effect during all meetings. Clean up charges will be assessed in cases of unusual wear and tear on the room. Insurance is the responsibility of the individual or group using the room (see below).

Groups using the meeting rooms are required to set up for their meeting and leave the room clean and in good condition. Use of the meeting rooms does not imply endorsement, support, or co-sponsorship by the Pelham Library of the activities that take place in the meeting rooms or of the beliefs of the group using the meeting rooms. Private groups using the meeting rooms may not imply that the event or program is sponsored, co-sponsored, or endorsed by the Library in any advertising or publicity. The Library's phone and fax number may not be used as a meeting contact.

For-profit classes or workshops may not take place in the Library's meeting rooms, nor will the Library sponsor for-profit virtual events. All classes and programs held at the Library or held virtually by the Library must be sponsored by the Library and/or the Town and must be free and open to the public. No selling, solicitation, or taking of orders may occur without permission from the Library Director. No admission or fees may be charged. Voluntary donations to cover expenses may not be collected without prior permission of the Library Director. Such donations, when allowed, must be truly voluntary and not a condition for participation in the event. Groups failing to comply with any part of this policy or the established procedures may be denied further use of the meeting rooms.

Town residents or private groups wishing to use the meeting rooms for private events such as birthday parties or classes must carry liability insurance in the amount of \$1,000,000 and name the Town of Pelham as also-insured. Such certificates are generally available at low cost through homeowners' insurance policies. Check with your insurer for details. The Library must be provided with a copy of the insurance certificate before the event may occur. A Library staff member, trustee, or officer of the Friends of the Pelham Library must be on site during any private party. If such an event is held outside of Library hours the renter is required to hire a staff member at a rate of \$20/hour to supervise. This amount is to be made payable to the Pelham Library.

Approved on November 14, 2001

Revised October 13, 2021

Library Board Chair

Henry W. Ramsdell Meeting Room

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 Town government events taking priority over other reservations.

All requests are to be marked on the Library calendar along with 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 is provided for the in or adjacent to the Ramsdell 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 are available for use. Presenters must provide their own laptop computers. WIFI is available. Groups or individuals wishing to use this equipment must receive training from the Library Director &/or staff in advance to learn set-up and operation.
- 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 equipment and 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
- Cleanup, 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)

Pelham Library

History Room

Regulations for Groups

Approved March 22, 2001

Revised October 13, 2021

The History Room is available primarily to support the use of its collections. When not being used for research, the History Room is also available for use by local groups. In accordance with the American Library Association's *Library Bill of Rights* and its interpretation pertaining to meeting rooms, the Library does not limit use of the History Room based on the subject matter or content of the meeting, nor upon the beliefs or affiliations of the meeting's sponsors.

Groups using the History Room should be advised that, so as to meet the needs of researchers, meetings may be briefly interrupted by the librarians or people needing access to the archives in order to retrieve items held in the History Room collections.

The History Room seats eight. Groups larger than eight should reserve the Henry W. Ramsdell Room.

To reserve the History Room, please contact the Library Director. All meetings must be reserved on the calendar, along with a contact person's name and phone number. After-hours groups need also make arrangements with the Library Director in order to secure a key to the building. The key may be returned in the Library drop box at the conclusion of the meeting. Groups wishing to use the History Room during the school day may register for with the School Librarian.

The Library Director (or the School Librarian, in the case of school functions) may limit use of the History Room as necessary in order to avoid scheduling conflicts.

No eating or drinking in the History Room.

Groups are expected to leave the History Room in good and clean condition. Please turn off all lights.

The use of the History Room does not imply endorsement, support, or co-sponsorship of activities taking place in the room by the Pelham Library, nor of the beliefs or goals or groups using the room. Groups using the History Room may not imply that the meeting or program is sponsored, co-sponsored, or endorsed by the Library in any advertising or publicity without prior permission. No fees may be charged for activities held in the History Room. No solicitation is allowed.

Pelham Free Public Library
Meeting Room Use Application

Name of Group _____ Date of Application _____

Type of meeting _____

Date(s) of meeting _____

Which room is needed? ____ Henry W. Ramsdell Room, ____ History Room

What is needed in the room? _____

Contact name _____ Contact # _____

Number expected _____ Hours of meeting _____

I have read and agree to apply with the Pelham Library Meeting Room Use policy and the Meeting Room rules and procedures. I understand that neither the Board of Trustees for the Pelham Library nor the Town of Pelham shall be responsible for injury to persons or property that occur while a meeting room is being used.

Signature

Private groups and individuals: Please attach a copy of your certificate of liability insurance in the amount of \$1,000,000 naming the Town of Pelham as also-insured (available through your homeowners or business insurance company usually at little to no cost).