

## **Meeting Room Policy (Rev. by Adm. 9/6/2013)**

Subject to compliance with the procedures and rules set forth below, organizations, groups, and individuals may use the Library's meeting rooms when they are not needed for administrative use, activities, or programs sponsored in whole or in part by the Library. Permission to use the Library's meeting rooms does not imply Library endorsement of the aims, policies, or activities of any organization, group or individual.

Unless a meeting is limited to a group's membership, any person may attend a meeting as long as that person complies with library policies. Library staff may enter and remain in the meeting room during any meeting.

The Library reserves the right to reject requests for use and to cancel a previously approved use of the meeting room or to require a meeting to be rescheduled at its sole discretion, with or without cause or reason, and without liability.

Requests for and uses of a meeting room are subject to the following procedures and rules:

### **Reservations/Scheduling**

- ◆ A meeting room is available only from the start of the Library's business day until fifteen minutes before the end of its business day. The meeting rooms are not available when the Library is closed.
- ◆ Meeting rooms may be reserved by community/non-profit or governmental groups exclusively.
- ◆ Reservations should be made through the online form found at [www.hinghamlibrary.org](http://www.hinghamlibrary.org), or by contacting the Reference Department either in person or by phone. All reservation requests will be approved or disapproved by the Library at its sole discretion. A request for use does not assure approval.
- ◆ Forty-eight hour advance notice is required for use of audiovisual equipment, PA and assistive listening systems.

### **Rules and Regulations**

- ◆ The Whiton Meeting Room has a seating capacity of 90 chairs with no tables, or 36 chairs with six tables.
- ◆ The Fearing Conference Room seats 25 at a conference table. Table cannot be reconfigured without approval from the Library Director.
- ◆ Any use of a meeting room which disrupts the normal operations of the Library will not be permitted.
- ◆ Smoking is not permitted anywhere in the Library or its grounds.
- ◆ Alcoholic beverages may not be served or consumed.

- ◆ Potentially hazardous materials including, but not limited to, paints, solvents, and lit candles are prohibited.
- ◆ All beverage spills must be reported immediately to the Custodian.
- ◆ Applicants may rent a coffee maker for a service fee of \$15.00 payable in advance to the Hingham Public Library. All applicants, however, are required to furnish their own supplies and refreshments.
- ◆ Groups whose members are under the age of eighteen must be accompanied by one adult chaperone for each fifteen participants.
- ◆ Groups using the meeting room must comply with the American Disabilities Act and upon 48 hours' notice, are responsible for providing qualified interpreters and/or auxiliary aids as requested. The cost of compliance shall be borne by the applicant.
- ◆ The Library reserves the right to regulate the frequency of meeting room use by any organization, group or individual in order to ensure equitable access by eligible applicants.
- ◆ The Library reserves the right to require any organization, group or individual to obtain and pay for a Hingham Police Department presence if the Library Director deems it to be in the interest of public safety and sound library operation. Failure to comply with this requirement would result in the immediate cancellation of the scheduled event.

#### Damage and Liabilities

- ◆ The Library is not responsible for the loss of or damage to any equipment owned or rented by an individual, group or organization using its meeting rooms. Any organization, group or individual using a meeting room shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the organization, group or its members or those attending its program.
- ◆ Any individual, group, or organization holding a meeting in the Library agrees to release and discharge the Hingham Public Library Board of Trustees, the Town of Hingham, its officers, agents and employees from any and all claims from injuries, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the use of the meeting room.