

GREAT BARRINGTON LIBRARIES

Meeting Room Use Policy

The Trustees of the Great Barrington Libraries welcome community use of the library's two meeting rooms. 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 meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors.

The Mason Library offers two rooms for use by community groups and associations. They are the Community Room (which offers space for up to 80 people) and the Conference Room (which has space for up to 25 people).

Library meeting rooms are for the use of town boards, local groups and non-profit organizations and Great Barrington residents under the following regulations:

1. Rooms may be booked by non-profit groups holding public meetings at which all are welcome. Meeting rooms are not available for social gatherings, the benefit of private individuals, commercial enterprises, or any closed meeting.

2. Applications must be submitted on approved forms provided by Great Barrington Libraries. It is requested that applications for use be made at least one week in advance. The person signing the application must be an adult resident of Great Barrington and be in attendance when the meeting room is in use. Non-residents may petition the Trustees through the Library Director. S/he shall be responsible for the conduct of the group, payment of bills and for protection of Library property in connection with the meeting. The Library shall be promptly reimbursed by the signing party for any expense or damage resulting from the use of the facility

3. Meeting rooms may be booked up to 3 months in advance of the meeting. We cannot accept bookings beyond the 3-month period to allow flexibility in the arrangement

of library programs. (The limit refers to all bookings, including both single and repeat bookings.)

4. There is no charge for use of the meeting room but donations to the Friends of the Library are always appreciated to offset custodial and utilities fees.

5. The size of the group is not to exceed the capacity of the specific meeting room (as cited above). The group or association is responsible for maintaining control of attendees. Children will be supervised by group members and pick up of children will be monitored by the group.

6. Refreshments may be served, with permission. Please note your intent to serve refreshments on the application form. If a meal or other food is being served the caterer or group will be responsible for removing garbage and trash at the end of the meeting. A refundable deposit of \$50.00 will be charged when refreshments are served.

7. The meeting rooms are available during regular library hours or until 9:45 pm through prior arrangement. The signer for the group must meet with the Library Director or the Assistant Director/Programming to review the security procedures for after hours use. No after hours access to the library itself is permitted. No mounting of materials is permitted on the walls of the meeting rooms.

8. At Mason Library, if the meeting begins or adjourns after hours, attendees will use the Dresser Avenue door only. No other door may be used to ensure library security.

9. Meeting rooms will not be available when the library building is closed due to emergency conditions.

10. Any publicity must include the following statement: "This event is free and open to the public." The Assistant Director/Programming must approve any press releases, advertisements or announcements about meetings before publication.

11. The number of people attending the program or meeting must be reported to the library for statistical purposes.

12. The room must be left in orderly condition. Extra tables and chairs must be set up and taken down by the group. Tables must be covered to protect from glue, paint or other materials that could mark the furniture.

13. The Library and the Town of Great Barrington will not be held responsible for the loss of, or damage to, personal property of group members while on the premises.

14. No smoking is allowed on library property.

15. Alcoholic beverages may not be dispensed or consumed on library property.

16. Any questions of interpretation of this policy will automatically be referred to the Board of Library Trustees and no meetings will be booked until that board renders a decision.

17. Any infraction of these rules may result in loss of facilities use privileges for the group or association.

Great Barrington Libraries Meeting Room Use Application

Name of Group _____ Date of Application _____

Responsible party _____ Contact # _____

Type or Purpose of meeting _____

Date(s) of meeting _____

Number expected _____ Hours of meeting _____

Which meeting room is preferred? Community (75 standing; 50 seated) _____

Conference (20 standing; 14 seated) _____

How many tables _____, chairs _____ are needed?

Is a podium or other equipment needed? Please specify _____

Is the pantry required? _____

I have read and agree to comply with the library policy.

_____ Signature

Policy approved 7/1/07