

FLINT PUBLIC LIBRARY

PUBLIC MEETING ROOM USE POLICY

The Trustees of the Flint Public Library have adopted the following policy in an attempt to ensure fair access to those who wish to use the public meeting room facilities of the Library. The Beverly Hospital Meeting Room is on the ground floor. It seats up to 114 people. This room is also divisible into two smaller rooms, seating 25-30 on each side. The Vining Family Quiet Study Room, located on the first floor, has seating for up to six (6) people and the Trustees Meeting Room on the first floor has seating for up to eleven (11) people. These two rooms are available only when the Library is in operation (see #5, General Guidelines).

Use of Library Meeting Rooms by any group signifies acceptance of the terms of this policy.

General Guidelines

1. Library meeting areas are used primarily for Library-sponsored activities and, therefore, the Library retains the right to give priority to Library-sponsored meetings, events, and programs in scheduling meeting room use.
2. Meeting rooms at Flint Public Library are designed for groups that engage in educational, cultural, intellectual, or charitable activities. All meetings must be free and open to the public.¹ Groups that are affiliated with a business or commercial organization, enterprise, or any other type of entity which exists primarily for profit may not use the meeting facilities.
3. A person/group may reserve meeting room space no more than twice per month.
4. Adult sponsors must be present for children's groups.
5. The Vining Family Quiet Study Room is available for use when the Library is open but may not be reserved. The Trustees Room can be reserved on a limited basis for meetings that do not interfere with the Library's daily operations and services.
6. Beverly Hospital Meeting Rooms can be reserved on a first-come-first-served basis for open meeting use. Meeting rooms may not be used for private social gatherings such as showers, birthday parties, dances, or any other closed meetings.
7. Smoking and alcoholic beverages are not allowed anywhere in the Library.
8. Beverly Hospital Meeting Rooms may be reserved until 9:00 PM, which includes the time needed for running the meeting and for cleanup. Meeting rooms will not be scheduled for use on Saturdays or on other days when the Library has announced closings. A scheduled employee of the Library must be in the building

¹ "Open to the public" means that a member of the press or the general public may view the proceedings.

- when the public is in attendance and is responsible for securing the building when the public has left.
9. Room set-up is the responsibility of the group reserving the room. Time for setup and cleanup afterwards should be included in the meeting time requested.
 10. The Library assumes no responsibility for private property brought into the building.
 11. Library staff will not take or deliver messages for meeting participants except in an emergency.
 12. Groups are responsible for compliance with the Americans with Disabilities Act and for providing qualified interpreters or auxiliary aids, upon request, for their programs.
 13. Study groups are permitted to use the meeting rooms upon availability but must fill out an agreement form and follow all rules and regulations. Priority for the Beverly Hospital Meeting Room will be given to groups of six (6) or more.
 14. Non-profit organizations may collect donations to cover incidental expenses only, but may not solicit donations for fundraising purposes or make sales, except for the sole benefit of the Library, with permission of the Library Director.
 15. Use of the Library's meeting rooms does not constitute or imply an endorsement of viewpoints of participants in the program by any Library staff or by the Board of Trustees. No advertisement or announcement implying such endorsement will be permitted.
 16. Inclement weather may cause staff to close the Library with little or no notice. If in doubt, call 978-774-8132 to confirm that the Library is open.

Requests and Reservations

1. In order to request the meeting room, two forms must be filled out: (1) a Meeting Room Use Agreement Form, updated annually, and (2) a Reservation Form, completed for each reservation. If not already on file, a Meeting Room Use Agreement Form must be submitted at least three (3) business days in advance of submitting a Reservation Form. Agreement Forms may be obtained at either circulation desk or printed from the Library website. Agreement Forms must be updated by applicants each year in January to insure that all contact information is current.
2. Completed, signed Agreement Forms must be returned to the circulation desk or mailed to:

Flint Public Library
1 South Main Street, MA 01949
Attention: Meeting Room Reservations

3. Once a current Agreement Form is on file at the library, reservations for use of a meeting room may be made online using the Reservation Form found at www.flintlibrary.org. Reservations may also be made over the phone or by visiting the library. A reply confirming or denying the reservation will be sent within two (2) business days.

- Requests will be honored on a first-come-first-served basis.
- Reservations for a meeting space are not guaranteed unless an Agreement Form is on file at least three (3) business days in advance.
- Rooms may be booked no more than 60 days in advance.
- Notice of cancellation must be made 24 hours in advance of the scheduled meeting time.
- If a group fails to appear within 30 minutes of their scheduled time, the group's reservation is forfeit.
- If a group fails to show for two (2) meetings in a row and does not call to cancel, all future reservations are forfeited until the person in charge of this group has met with the Library Director to review the guidelines and discuss their status.

Care and Use of Facilities

1. Groups agree to leave meeting rooms as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
2. Furniture and/or equipment from the main area of the Library may not be brought into meeting rooms.
3. Do not attach anything to walls or ceilings unless authorized by the Library Director under the Exhibit and Display Policy #22.
4. Equipment, supplies, or personal effects cannot be stored or left in meeting rooms before or after use.
5. Attendance at meetings will be limited to the capacity of the individual meeting rooms. Seating and/or supplementary furniture are not allowed in areas outside the meeting rooms.
6. Simple refreshments may be served. Only clear liquids (e.g., water or apple juice) may be served -- no fruit punches or grape juice. The Library will provide a coffeepot, but cups, utensils, ground coffee, cream, sugar, or other equipment and supplies will be the responsibility of the group.
7. Outside groups may not cook or prepare food onsite; dishwashing facilities are not available.
8. Please clean the kitchen facilities thoroughly if used; trash must be bagged.
9. The individual making the reservation, and the membership of the group as a whole, will be held responsible for damages that may occur as a result of the use of the facilities.
10. The contact person for each group must be at least 18 years old and is responsible for ensuring that each member of the group is aware of and abides by these regulations.
11. Please abide by the instructions of Library personnel on site. Users of the meeting space may be asked to leave if use is deemed disruptive or in any way contrary to Library policy.
12. Library staff must be notified during the reservation process if Library equipment (e.g., microphones, projector, speakers) is needed by the person/group reserving the meeting room. If use of equipment is needed, it is advised that the

person/group reserve additional time at the beginning of their reservation for setup and trial of equipment.

13. Any question of interpretation of this policy will be referred to the Library Director. Final determination rests with the Board of Trustees.

Use of Library meeting rooms by any group signifies acceptance of the terms of this policy. Anyone failing to comply with any of the terms of this policy or the established procedures will be denied further use of all meeting rooms.

Adopted by the FPL Board of Trustees 9/9/80

Reviewed: 11/8/93, 11/13/95

Amended: 11/7/96, 3/10/97, 9/9/02, 1/10/05, 7/14/08, 1/11/10, 10/19/15, 1/12/18, 4/11/22

**FLINT PUBLIC LIBRARY
PUBLIC MEETING ROOM USE AGREEMENT FORM**

Each side of the Beverly Hospital Meeting Room will be set up with two 8' tables and 12 chairs. Please read the Public Meeting Room Use Policy for set-up and take-down information.

The Trustees Meeting Room has one stationary 8' table and 11 chairs.

Eligibility for use of meeting facilities requires all of the following to be checked:

I have read and will comply with the Library's Public Meeting Room Use Policy.

Our meeting will be open to the public.

We will leave the facilities exactly as we found them, in accordance with the policy guidelines.

I understand that, while using the meeting rooms, no admission may be charged and no products or services may be advertised, solicited, or sold.

I will notify the Library 24 hours in advance for cancellation.

I understand that failure to comply with the Library's policies may result in the loss of use of the meeting facilities.

Signature of Applicant and Responsible Person: _____

Print Name: _____ Phone: _____

Address: _____ Cell phone: _____

E-Mail Address: _____ Fax: _____

Drop off at the library or mail to:

Flint Public Library
1 South Main Street
Middleton, MA 01949
Attn: Meeting Room Reservations