

Blackstone Public Library Meeting Room Policy

The primary purpose of the Blackstone Public Library's meeting room is to provide a meeting place for library events, which are intended to enrich lives and encourage self-education. Official and community groups are welcome to use the room for educational, cultural, or civic meetings and events in accordance with the following policies. Permission to use the meeting room does not constitute endorsement of a group's philosophy, policies, or activities by the Blackstone Public Library.

About the Meeting Room

- Maximum occupancy is 100 persons "open area" (standing or sitting on the floor with only the podium in the room), 86 person "only chairs" (chairs and podium in the room), and 75 persons "table and chairs" (tables, chairs, and podium in the room).
- A clearance of 4 feet must be kept open in front of both sets of double doors that serve as exits to the street and parking lot. A staff member will instruct you on specifications when you set up your event.
- The meeting room contains an amplified podium, and a drop-down projection screen.
- An adjacent kitchen provides a stove, microwave, refrigerator, and sink.
- The meeting room has a separate entrance and access to restrooms.

Eligibility

- Town committees and non-profit organizations affiliated with Blackstone are eligible to use the meeting room.
- Local, state, and federal agencies and committees are eligible.
- The meeting room is not available for private parties, religious services, or commercial endeavors.
- The Library Board of Trustees reserves the right to refuse the use of the meeting room or cancel any reservation based on the best interest of the library or town.

Restrictions

- The meeting room is not available for use when the building has been closed because of inclement weather or an emergency.
- No keys to the meeting room will be provided to any group.
- Groups using the meeting room may not charge admission, solicit donations, or sell merchandise. The exception is library related events authorized by the Board of Trustees.
- No before or after hour access to the library proper is permitted.
- No alcoholic beverages may be served.
- No smoking is permitted anywhere on library property.
- Events or meetings cannot interfere with library operations.

- No hazardous materials are allowed in the meeting room.
- Requests for an exception to any of these policies must be submitted in writing to the Library Board of Trustees for review at their next scheduled meeting.
- If the meeting room is reserved during library open hours, then meeting attendees will be required to find alternative parking to leave parking spaces available for library patrons.

Priority of Use

- Library-related meetings receive first priority of meeting room use. Otherwise, the meeting room is available on a first come, first serve basis.

Reserving the Meeting Room

- The Meeting Room Reservation Form must be completed and submitted to the Library Director. Completing the Reservation Form does not guarantee approval to use the meeting room.
- Reservations for the Meeting Room can be made up to three months in advance of the date requested.
- The application form must be completed and signed by a responsible adult representing the organization. The person signing the application will be responsible for the security, safety, and behavior of the group.
- A group cannot transfer its reserved meeting time to another group.
- A group forfeits its reservation if no one from the group is in attendance within 15 minutes of the start of the reserved time.

Cancellation of Meetings

- In the event of a cancellation, the Library must be notified as soon as possible.
- Groups that repeatedly fail to use the Meeting Room, at their reserved time, may have their meeting room privileges suspended.

Publicity

- Non-library related event publicity cannot indicate that the library is a sponsor of the event.
- Event publicity cannot include library contact information.
- Advertising material may not be attached to the walls or placed inside the windows.

Use and Care of the Meeting Room

- The meeting room may be used during normal operating hours and after hours on Monday, Tuesday, and Thursday night until 9:30 pm.
- The meeting room shall be left in a neat, orderly condition. If the kitchen is used, it must be cleaned and the trash should be properly bagged.
- The library assumes no responsibility for private property brought on the premises.
- Refreshments may be served, but must be kept within the meeting room. Food is not permitted in the library proper.
- Groups are responsible for setting up the Meeting Room.
- The library does not provide any assistance with transporting materials or supplies to/or from the Meeting Room.
- No storage space is available in the meeting room or library for a group. Materials and supplies cannot be left in the meeting room overnight.
- No additional furniture or equipment will be provided. Furniture from other parts of the library may not be used.
- Cooking is only permitted in the kitchen.

Meetings and Events

- Library staff may enter the meeting room any time during a scheduled meeting or event.
- Library staff will not convey phone messages for meeting attendees, unless it is an emergency.
- Young children (9 and younger) of those attending a meeting may not be left unattended in the library.

Code of Conduct

- People attending meetings or events must adhere to the library's policy of proper behavior.

Use of Audio/Visual Equipment

- Groups must provide their own equipment operator.
- Audio/visual equipment must be requested when reserving the room.

Fees

- There is no fee to use the meeting room.
- A custodial fee may be charged if the room is not left in an appropriate condition.
- Damage to library property must be paid for by the individual or organization authorized to use the meeting room.

Meeting Room Exhibitions

- Please see “Exhibit” Policy beginning on page 40.