

# Hopkinton Public Library Meeting Room Use Policy

## Appropriate Purposes for Room Use

Hopkinton Public Library welcomes the use of the library's meeting rooms by Hopkinton town boards/committees and by not-for-profit groups in the community. The meeting rooms are available for library and community functions that support informational, educational, cultural, and civic purposes. Use of the rooms for library events, the Hopkinton Public Library Foundation, the Friends of the Hopkinton Public Library, and the Board of Library Trustees shall take precedence over all other uses. Use of the rooms by Town boards and committees for Town-related functions shall take secondary priority to library-related uses.

The rooms may not be used for social functions such as private parties, luncheons, etc. unless an exception is made by the library director. The meeting rooms may not be used for selling, soliciting business, or any other for-profit reason, except in the case of authors who are selling books in connection with an event sponsored by the library or a library-affiliated group. The meeting rooms may not be used for fundraising except in the case of events held by library-affiliated groups with the intent of raising funds for the benefit of the Hopkinton Public Library.

Library facilities may be reserved for political activities, meaning meetings in support of particular candidates, ballot questions, or other similar partisan activities. The library shall provide equal access to groups wishing to use the meeting rooms, providing said groups comply with all other provisions of this policy (including those prohibiting selling and fundraising). The expressed viewpoint of any group wishing to use the room shall not be the determinant of whether a reservation is approved by the library. The Hopkinton Public Library does not affiliate itself with any group reserving a library meeting room, unless the event is co-sponsored by the library as part of regular library programming. Acceptance of a room reservation does not imply endorsement by the Hopkinton Public Library of the reserving group's message or viewpoint.

Any meeting held in the meeting rooms must be free and open to the public, unless an exception is made by the library director.

## Availability of Rooms

The library's event rooms are available on a first come, first-served basis provided that meetings conform to the Meeting Room Policy and do not conflict with library services and programs. There is no charge for using the event rooms.

Three rooms are available for reservation: a large room with a maximum capacity of 80-170 people depending on room arrangement, a small room with a maximum capacity of 28 people (no more than 15-20 strongly suggested), and a classroom on the lower level with a maximum capacity of 32 people (no more than 16 strongly suggested based on seating available in the room).

Capacity may not be exceeded. Preregistration for events may be required if demand beyond capacity is anticipated.

The Local History room, Children's activity room, and library grounds may not be used for outside meetings or events. The Children's activity room may be used for an occasional special children's program sponsored by an outside organization at the discretion of the library director.

Reservations may begin no earlier than the library's opening time and must end by the time the library closes each day. Setup and cleanup must be completed within the reserved time. Exceptions to these times may be made by the library director. The library director must be contacted in advance for meetings that are expected to extend past the library's open hours.

Town board and committee meetings may take place after library hours provided a Town employee is present for the entire meeting time and is able to close the building. Said employee should be the individual normally designated as a Town liaison to the board or committee, or an alternative person designated by said employee or by a Town department head or the Town Manager. A Town department, board, or committee that has an after-hours meeting should contact the library director with the name of the designated employee to be present at the meeting as early as possible, at least two business days in advance of the meeting.

Meeting rooms will not be available if the library is closed due to inclement weather, emergency conditions, or holidays. Notification of last-minute or emergency closings may not always be possible. Groups are advised to call ahead if uncertain whether the library will be open.

### **Reserving Rooms**

Reservations must be made by a Hopkinton resident who is a member of the group requesting the room, unless an exception is made by the library director. Reservations for Town boards and committees may be made by an employee of the Town even if they are not a Hopkinton resident.

Reservations may not be made earlier than 90 days before the requested date. Local groups which meet regularly may be given the privilege of reserving a room at a specific time and date for the calendar year, at the discretion of the library director. Reservations for Town board and committee meetings may be made up to 120 days in advance, at the discretion of the library director.

### **Responsibilities of Groups Using Rooms**

Groups are responsible for arranging furniture as they desire and returning the room to a neat and clean condition before leaving. No items may be taped, tacked, or otherwise affixed to walls or wall hangings. Smoking and the use of open flames are prohibited.

Groups may serve light food and drink in the large room only and are responsible for complete clean up. If use of the kitchenette is desired, the library must be notified in advance. No alcoholic

drinks may be served or consumed without special permission from the Hopkinton Board of Selectmen.

Library staff are not able to assist with audiovisual/technological troubleshooting during the course of an event. Groups that are planning to use the library's audiovisual equipment are strongly encouraged to schedule a time for an orientation to the equipment prior to their event. Orientations may be arranged by contacting the library director or the adult services librarian.

The Library and the Town of Hopkinton shall not be responsible for the loss of or damage to personal property of group members while on the premises.

If audiovisual equipment or furniture is damaged during an event (including its setup or cleanup), or if a room is not left in clean condition, the group holding the room reservation will be responsible for reimbursing the library for expenses related to cleaning or the room or repair/replacement of furniture and equipment.

The library reserves the right to revoke or refuse permission to use the meeting rooms, including canceling reservations, when the library director deems that action to be in the best interest of the Library and/or Town. Factors including, but not limited to, a group or its members' violation of this or any other library policy, or the possibility that a proposed meeting or event will be disruptive to library services and programs, impede the work of library staff or the ability of patrons to use library facilities, or endanger the library building or collections will result in rejection of the meeting room reservation. Groups may be required to obtain and provide proof of insurance in an amount to be determined by the library director if the library director determines that such coverage should be provided. Groups and individuals reserving the library meeting rooms agree to indemnify, defend and hold the Town harmless for any damages or other liabilities arising from their reservation and/or use of the meeting rooms, including if such reservation is denied.