

SHREWSBURY PUBLIC LIBRARY
MEETING ROOM USE POLICY

The Shrewsbury Public Library offers meeting rooms for use by community groups or associations for educational, informational, cultural, intellectual, or charitable purposes.

There is one large meeting room available on the first floor, which accommodates 125 people. The room can be divided into two meeting rooms; Meeting Room A can accommodate 75 people and Meeting Room B can accommodate 25 people.

Booking Guidelines and Fee Information

1. Requests for use of a meeting room are made by completing the Application for Meeting Room Use form and submitting it to the Library Director or Assistant Director.
 - Within 3 days of receipt of this form, the signatory on the form will be notified if use of the room has been confirmed or denied.
2. Costs for usage
 - FREE USE:
 - Library affiliated or non-profit local groups, whose **primary** clientele are Shrewsbury residents are not charged for use of the meeting rooms.
 - Additionally, non-profit organizations whose audience may be broader, but whose official mailing address is in Shrewsbury (as evidenced by providing an envelope that has been processed through the US Postal system), may book the room at no cost.
 - FEE-BASED USE
 - Non-profit groups whose primary clientele are NOT Shrewsbury residents are charged \$50.00 per hour.
 - State or regional agencies are charged \$50.00 per hour.
 - Commercial entities (who may book the room only once per year) are charged \$50 per hour.
3. Checks should be made out to the “**Town of Shrewsbury/Library Meeting Room Use**” and mailed or delivered to Library Director Priya Rathnam, Shrewsbury Public Library, 609 Main Street, Shrewsbury MA 01545, at least one week in advance of program.
4. A room may be reserved up to two months in advance.
5. Only one booking is allowed per month.

APPROVED: June 28, 2005

REVISED: 11/28/2006; 4/28/2009; 5/26/2009; 11/27/2012; 9/27/2016; 5/23/2017; 9/25/2018; 10/2/2018; 1/22/2019; 10/22/2019; 6/20/2023

SHREWSBURY PUBLIC LIBRARY
POLICY MANUAL

6. Only two reservations may be made at one time. Additional reservations can be made only after the applicant's last scheduled meeting.
7. Bookings will be approved in order of receipt.
8. The signatory on the application form must attend the meeting and ensure that regulations are followed. Attendees of meetings that do not follow the Library Appropriate Use Policy may be asked to leave the library.
9. Groups may be relocated to the room most suitable for the group's size and function, and to accommodate library functions.
10. A signature on the Application for Meeting Room Use form constitutes understanding and agreement with the Meeting Room Use Policy.
11. Please notify the library of any cancellations; so that we might free the room for other groups and answer questions if participants arrive for a cancelled meeting.

Room Use Guidelines

1. All meetings are open to the public. Meeting rooms are not intended for private discussion, studying, tutoring or private functions.
2. Any notice, poster or literature used to promote a meeting or program, or materials used during a meeting, must note that said program does not represent the views or opinions of the Shrewsbury Public Library or the Board of Library Trustees, and must include a statement of sponsorship to clarify who is responsible for the meeting. For example, "This program is sponsored by (*Name of sponsoring group*)."
3. Groups using the room may not charge admission or collect any fees.
4. Goods or materials may not be sold or advertised at the meeting without express permission of the Board of Library Trustees.
5. If a group wishes to charge meeting participants for refreshments served during the meeting, this must be pre-approved by the Library Director, and refreshments must be an option for meeting participants, not a requirement for attendance.
6. Permission for use of the room will be granted to adults only.
7. No one under sixteen (16) years of age will be allowed access to a meeting room until a supervising adult arrives.
8. Groups may use the library only during open hours, and meetings must be adjourned 15 minutes before closing. No room reservations will be scheduled prior to the library's opening.

APPROVED: June 28, 2005

REVISED: 11/28/2006; 4/28/2009; 5/26/2009; 11/27/2012; 9/27/2016; 5/23/2017; 9/25/2018; 10/2/2018; 1/22/2019; 10/22/2019; 6/20/2023

SHREWSBURY PUBLIC LIBRARY
POLICY MANUAL

9. The size of the group must not exceed the room capacity cited above.
10. Children should be monitored by adult group members and any pickup of children should be supervised by adult group members.
11. Leaders of groups using any meeting room must inform participants that children in grades six or under may not be left unattended in the library while parents attend meetings.
12. All activities must be confined to the meeting room.
13. Smoking, vaping, and alcoholic beverages are prohibited at all times.
14. The Library provides free Wi-Fi access. While we monitor our systems closely, guarantees are not implied for wireless compatibility or for uninterrupted service.
15. The upper parking lots are reserved for library users. Meeting room attendees are requested to park in the lower parking lot. For groups over 35 people, participants are requested to park offsite, at the church parking lot.
16. Groups are responsible for arranging tables and chairs as they desire, and returning room to original order and in a clean and neat condition before leaving.
17. When a group has booked the entire meeting room (both Sides A & B) the room divider will not be moved during the meeting. The divider will either be in place or stored away the entire period of the booking. Groups must indicate their preference in advance on the booking form.
18. Light refreshments may be served, but during meetings at which food is served, the group will be responsible for emptying all trash bins and disposing of consolidated trash bags to the dumpster at the rear of the parking lot.
19. No sand, flour, glitter, rice, confetti or other similar product can be used for projects or activities in the room.
20. No balloons are permitted.
21. No open flames (candles, etc.) allowed.
22. No items may be taped, tacked or otherwise affixed to the walls or wall hangings. All decorative items must be removed immediately at the conclusion of the event.
23. If tables are to be used for craft, painting, or any kind of art activity, groups are responsible for providing and removing table coverings to protect the tables. Tables must be left in clean and unmarked condition. If activities result in any kind of litter or materials falling on floors, floors must be swept.
24. If a room is not returned to original order and left in clean condition (including removal of trash to the dumpster) the group will be charged a cleaning fee of \$160.00.

APPROVED: June 28, 2005

REVISED: 11/28/2006; 4/28/2009; 5/26/2009; 11/27/2012; 9/27/2016; 5/23/2017; 9/25/2018; 10/2/2018; 1/22/2019; 10/22/2019; 6/20/2023

SHREWSBURY PUBLIC LIBRARY
POLICY MANUAL

25. Meeting rooms will not be available if the library is closed due to inclement weather or emergency conditions. Notification of such closing may not always be possible.
26. The Library and the Town of Shrewsbury will not be held responsible for the loss of or damage to personal property of group members while on the premises.
27. The Library reserves the right to revoke or refuse permission to use the meeting room for any reason. Factors include, but are not limited to, the possibility that a proposed meeting or event could be disruptive to library services and programs, impede library staff or patrons, or endanger the library building or collections. This could result in rejection of the meeting room use application. The final determination rests with the Library Board of Trustees.

APPROVED: June 28, 2005

REVISED: 11/28/2006; 4/28/2009; 5/26/2009; 11/27/2012; 9/27/2016; 5/23/2017; 9/25/2018; 10/2/2018; 1/22/2019; 10/22/2019; 6/20/2023

SHREWSBURY PUBLIC LIBRARY
APPLICATION FOR MEETING ROOM USE

- I have read and understand the Shrewsbury Public Library Meeting Room Use Policy
- If this is your first time using a meeting room, please provide mailed envelope showing proof of Shrewsbury mailing address.

Application Date _____

Name of Organization of Group; _____

Mailing address of organization: _____

Web address (or other online presence [Facebook, etc]) for organization: _____

Reservation Date: _____ Start Time _____ End Time _____ *

Purpose or Function of Meeting: _____

Expected attendance: _____

Refreshments being served: _____

Program or activity materials being used: _____

Applicants Name (printed) : _____

Applicants Signature: _____

Address: _____

Home Phone Number: _____ Business Phone Number: _____

Email: _____

Please do not write below this line. Thank you.



Staff Accepting Application: _____ Date received: _____

Confirmation Date _____ Notified by: _____

Form can be mailed to Shrewsbury Public Library, 609 Main Street, Shrewsbury MA 01545,
emailed to prathnam@shrewsburyma.gov or faxed to 508-841-8524

APPROVED: June 28, 2005
REVISED: 11/28/2006; 4/28/2009; 5/26/2009; 11/27/2012; 9/27/2016; 5/23/2017; 9/25/2018; 10/2/2018; 1/22/2019; 10/22/2019; 6/20/2023