

INTENDED USES:

The Library's meeting rooms are intended for Library programming and for public gatherings of a civic, cultural, or educational nature. The Library encourages use of the Community Rooms, Conference Room and Study Room by residents and local groups and organizations, according to the following guidelines and conditions:

1. Priority for Community Room use will be given as follows: 1. Library and Library sponsored programs, 2. Library related organizations, 3. Greenland residents and community groups, 4. Greenland non-profits, 5. Greenland businesses.
2. The meeting rooms at the Weeks Public Library may not be used for any commercial purposes.
3. The Library's Community Room is available to Greenland residents and local Greenland non-profit groups and organizations on a first come, first-served basis provided that meetings do not conflict with Library services and programs, and that they conform to the Meeting Room Policy. Rooms may be reserved by non-profit groups holding public meetings that are free of charge. Meetings must be open to the public.
4. Meeting rooms may only be reserved by an adult (18 years of age or older). If an adult reserves the room for an activity attended by minors, an adult must be present for the duration of the meeting.
5. Sponsors of meetings held at the Library will be responsible for advising attendees about parking availability at the Library during their meeting.
6. Sponsors or organizers of meetings are responsible for conduct of attendees during the meeting and may be held financially responsible for any damage that occurs to Library property or possessions resultant of the meeting.
7. Meeting spaces are not available for social gatherings, for the benefit of private individuals, for commercial enterprises, or any closed meeting. All meetings must be open to the public.
8. The Library subscribes to the equitable use of its facilities regardless of the beliefs or affiliations of the individuals or groups requesting use. Use of a Community Room, however, does not constitute an endorsement by the Library of an organization's policies or beliefs. Groups may not imply in their advertising or during meetings that the Library sponsors or supports the meeting, group, or presentation. Groups may identify the Library and provide its address in their publicity for the meeting but may not use the Library's logo nor the Library's phone number. Use of the meeting room(s) will be prohibited if this section is violated.
9. The Library also provides a Study Room for use during regular operating hours. The study room may be used by no more than 2 persons at a time. Users must leave this

room at least fifteen (15) minutes before the Library closes. See the Meeting Room Use section below for further details on the use of these two rooms.

10. The Living Room space may be booked for open community-based activities. Privacy cannot be guaranteed for groups meeting in the Living Room. The Living Room also acts as a drop in study space. Individuals using the Living Room under 18 years of age must be accompanied by an adult for the duration of their time in the space.
11. Fee-based tutoring is not allowed in any of the meeting spaces or rooms in the Library.
12. Exceptions to the Meeting Room Policy may be made at the discretion of the Director and Library Board of Trustees if deemed in the best interest of the Library and the community. A request for an exception to the Meeting Room Policy must be submitted 710 days prior to the next Trustee meeting. The monthly Trustee meeting is held on the 2nd Tuesday of each month. Any questions of interpretation of this policy will be referred to the Library Board of Trustees and no meetings will be booked until that Board renders a decision.

MEETING ROOM USE

1. The large Community Room seats up to sixty-six people. The room can also be partitioned into two rooms, one accommodating thirty-six people and the other holding up to thirty people.
2. If partitioned, the Community Room will stay divided throughout the entire meeting. Dividing the meeting room needs to be arranged at the time of application. Room setups and equipment will not be changed on the day of the meeting.
3. The Community Room may not be reserved or used on days when the Library is closed to the public, including but not limited to Sundays and legal holidays, unless arrangements are made with the Director at least one month in advance.
4. Meetings that are expected to extend past the Library's open hours must be approved in advance. The Library will not allow meeting room use after-hours without prior arrangements. The sponsor or organizer for the group must submit their request via the Library's online request form on their website – www.weekspubliclibrary.org. After-hours meetings must end by the agreed upon time.
5. No admittance fee may be charged, or contributions solicited, except for Library fundraisers. Fundraising events sponsored by the Library, Friends of the Library, or other organizations affiliated with the Library are permitted. Library or Library sponsored programs may charge a reasonable fee to recover the cost of craft supplies or literature. Arrangements for any such fees must be made during the application process, i.e., clearly stated on the form and approved by the Library Director. Collection of such fees is the responsibility of the Sponsor or organizer.
6. The size of the group cannot exceed the capacity of the specific meeting room (see Meeting Room Application for specifications).

7. The Sponsor or organizer shall notify the Library of a cancellation as soon as possible but no less than 24 hours in advance. Repeated cancellations or unused reservations (2 or more within a 12-month period) will result in denial of meeting room use.
8. Groups may use the hot beverage appliances but must bring their own coffee grounds, filters, teas, sugar, cream, cups, etc. Only non-alcoholic beverages, cold food (like box lunches), and light snacks are allowed. All supplies are provided by the individual, organization, or group hosting the event. **No alcoholic beverages may be dispensed or consumed on Library property.**
 - The Study Room is available during regular operating hours only. The room closes fifteen (15) minutes before the Library closes.
 - Users must remove their trash and restore the room to its original condition.
 - Users will be barred from further use of the room if the room is not left in its original condition or if its furnishings are damaged.
 - Non-residents may reserve a Study Room in-person daily, on a first come, first-served basis.
 - Users must check-in at the Circulation Desk to use these rooms.
 - Reservations will be held for 30 minutes. If the Study Room or Conference Room is left unoccupied for 30 minutes or more, the staff reserves the right to re-assign the rooms. Forfeited reservations count as the two-hour limit for the day (a no-show patron cannot book again that day).
 - The individual who made the reservation must be in the room for the duration of the reservation.
 - The use/reservation of the room is not transferable.
 - Note: the Study Room and the Conference Room are not soundproof, and conversations may be heard by others.
 - The Library is not responsible for items left in the Study Room and the Conference Room.
 - Room use is governed by the Director or their designee.

RESERVATION AGREEMENT

1. Completed applications must be submitted within one week after the initial reservation is booked. Application must be submitted before reservation is confirmed. No reservation is confirmed without a completed application form. Forms are available on the Library's website www.weekspubliclibrary.org.
2. **Community Room & Conference Room:**
 - The application must be completed and submitted by a resident of Greenland herein referred to as the Sponsor, at least 18 years of age, who shall be personally responsible for the conduct of the meeting, adherence to regulations, and the payment of any fees or charges or any damage to Library property. Setup time and clean-up time must be built into the amount of time needed for your reservation. The Community Room must be clean and ready to go for the next reservation.
 - The Rooms may be reserved up to 3 months in advance of the meeting to allow flexibility in the arrangement of Library programs. This limit applies to both single and repeat bookings. Community groups may reserve a Room no more than 12 times per calendar year unless prior arrangements are made with the Director or Assistant Director.
 - The Sponsor shall be in attendance when the Room is in use.
3. **Study Room:**
 - The Study Room may be reserved by a student, high school freshman or older. A student ID may be requested.
 - No more than 2 individuals are allowed in the study room at one time.
 - Any person using the study room will held be entirely responsible for any casts associated with their use, including but not limited to damage to the equipment in the room, either physical damage or damage caused by software, i.e., viruses, malware, trojans, etc.

General Rules:

1. **Permission for use of a room is not transferable.**
2. **The Sponsor or organizer is responsible for the security, safety and behavior of the group.** Children must be supervised by adult group members, with a minimum of one adult for every five children and pick-up of children must be monitored by the group.
3. **The Sponsor or organizer will promptly reimburse the Library for any expense or damage resulting from the use of the facility, whether accidental or deliberate.** Damage and accidents must be reported to the Director or a designated staff member immediately. Neither the Library Board of Trustees nor the Town of Greenland, shall be held responsible for injury to persons or property that may occur while a meeting room is being used. The Library cannot be held responsible for materials, supplies, or equipment owned by the group and used by them in the Library.

4. **Library AV equipment will be set up and taken down by Library staff.** The sponsor or organizer is responsible for setting up the Community Room furniture to his/her requirements. The Library staff is not available to assist with this task. All equipment and furnishings used during the meeting must be returned to their proper place (where they were found) when the meeting is over.
5. **Light refreshments may be served with permission from the Director or their designee.** A small break room adjacent to the Community Room may be used by groups. All areas used must be completely cleaned by the group after the meeting. **A \$50 security deposit, by check, may be required with the application when refreshments are being served.** The deposit will be returned once the rooms have been cleaned, returned to their original condition, and inspected.
6. No custodial services are provided in connection with the use of a Community Room, Conference Room or Study Room. Storage facilities are not provided.
7. The sponsor or organizer is responsible for removing all trash generated from the meeting. No trash is to be left in the meeting room or the Library. Any recycling material must also be removed. Cleaning equipment is available.
8. All inquiries concerning meetings will be referred to the sponsor or organizer who completed the application. Should the sponsor or organizer cancel the meeting, it is their responsibility to notify audience members of that decision.
9. If the Library has an emergency closure, the Director or their designee will notify the sponsor or organizer as soon as possible prior to the event.
10. Any infraction of any of these rules may result in the loss of meeting room use privileges for the sponsor or organizer, the group, or association. Any false, misleading or incomplete statement on the application form shall be grounds to forbid the use of meeting rooms by the applicant.
11. The Director, Library Board of Trustees, and the Library staff reserve the right to deny a reservation request. Applicants have the right to appeal by submitting the Appeal Form.
12. The Library Board of Trustees reserves the right to determine whether any proposed use of a meeting room will require a police detail or other extraordinary police protection, and if so the anticipated cost thereof which shall be the responsibility of the meeting sponsor or organizer. Payment shall be made to the Library Trustees prior to the event.
13. Library staff telephones are only available to the public for emergency use. Incoming calls will only be relayed to meeting rooms during emergencies.
14. No smoking is allowed on Library property, this includes any device designed to produce the effect of smoking. No open flame is permitted at any time.

Meeting Room Application

Requests to use a meeting room must be:

- Submitted in writing using the application below.
- Accompanied by applicable fees and deposits.
- Submitted in person to the Weeks Public Library within one week of initial reservation.

| | | |
|-------------------|---------|-----------|
| Event Date | | |
| Event Description | | |
| Organization | | |
| Address | | |
| Sponsor Name | | |
| Sponsor Phone # | | |
| Sponsor Address | | |
| Sponsor email | | |
| Event Time: | Start: | Stop: |
| Total Time: | Set up: | Clean Up: |

| | |
|------------------------------------|---------------|
| Which room do you wish to reserve: | Room Capacity |
|------------------------------------|---------------|

| | |
|---|-------------------|
| Community Room A (CR A) | 30 |
| Community Room B (CR B) | 36 |
| Conference Room | 12 |
| Study Room | 2 |
| Living Room – Special Request Only | |
| | |
| Will you be using the Break Room (CR A & CR B only) | Yes / No |
| \$50 Deposit Check Included? | Yes / No |
| | |
| Will you require access to hot beverage appliances? | Yes / No |
| \$50 Deposit Check Included? | Yes / No |
| | |
| Material or supply fees? | \$ _____ Yes / No |
| | |
| Security Fee? Check Included? | \$ _____ Yes / No |

I have read and fully understand the policy pertaining to the use of the Weeks Public Library meeting rooms. I agree to be responsible for complying with the policy and any payments required.

Signature _____ Application Date _____

(For Office Use Only)

| | | | |
|----------------------|----------|----------------|-------|
| Application Approved | Yes / No | Staff Initials | _____ |
| Deposit Received | Yes / No | Date | _____ |
| Deposit Returned | Yes / No | Date | _____ |
| Deposit Retained | Notified | Yes / No | _____ |
| Reason for Retention | _____ | | |

Meeting Room Application - Appeal

Weeks Public Library
Appeal for Meeting Room Use

If you believe that your organization meets the guidelines set forth in the Weeks Public Library's *Meeting Room Policy* and that your request for your meeting was not given proper consideration:

- STEP 1 – Ask for reconsideration by the Library Director if you are not satisfied with the original decision. An appeal form must be completed and submitted requesting such action.
- STEP 2 – Ask for reconsideration by the Board of Library Trustees if you are not satisfied with the decision of the Library Director. An appeal form must be completed and submitted requesting such action.

A separate appeal form must be submitted for each of those steps. There may be a waiting period for each step so that sufficient time may be given for proper evaluation of your organization's appeal. You will be notified as soon as a decision is made regarding your appeal.

Meeting Room Application - Appeal

Weeks Public Library
Appeal Form for Meeting Room Use

I wish to make an appeal to the Library Director

I wish to make an appeal to the Board of Library Trustees

On behalf of the

in order to secure approval of previous application for meeting room space in the

_____ on

which has been denied.

Our organization meets the guidelines set forth in the Weeks Public Library's *Meeting Room Policy*.

Comments or additional information:

It is understood that there may be a waiting period in order to allow sufficient time for proper evaluation of our organization's request.

Representative of Group: _____

Name of Organization: _____

Address: _____

Daytime Phone: _____

Mobile Phone: _____

Email Address: _____

Date of submission: _____