

Weymouth Public Libraries Meeting Room Use Policy

The Weymouth Public Libraries offers the use of its meeting rooms to local community groups and organizations to support the informational, educational, cultural and/or civic needs of the community. Meeting rooms are available subject to the policies and procedures outlined below, and in accordance with the principles set forth in the American Library Association's Library Bill of Rights, which states, "Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Use of the meeting rooms does not imply endorsement, support, or co-sponsorship of the activities or of the beliefs of the group using the meeting room by Weymouth Public Libraries or the Town of Weymouth. Groups or individuals using the meeting rooms may not imply that the event or program is sponsored, co-sponsored, or endorsed by the library or the Town in any advertising or publicity. The Director of Library Services reserves the right to refuse the use of the library meeting rooms or cancel any meeting room reservation when the Director deems it to be in the best interest of the Weymouth Public Libraries or the Town of Weymouth.

General Guidelines

Any group wishing to make use of the meeting rooms of the Weymouth Public Libraries must complete an online reservation form, agree to the meeting room use policy, and receive the approval of the Director of Library Services. The fee schedule and policy for use of the meeting rooms were approved by the Board of Library Trustees and are reviewed annually by the Director of Library Services and the Board of Library Trustees.

Meeting rooms can be reserved during the hours the library is open. Use of the meeting rooms shall commence after the library has been opened to the public. In those rare instances where after hours use of meeting rooms is necessary, it is limited to Tufts Library from Monday through Thursday until 10:00 p.m. at which point all participants must vacate the building. In the case of after hours use, the meeting must begin before 8 p.m. when the library is still open to the public. Use of the meeting rooms before the library opens in the morning is not permitted.

Priority for the use of meeting rooms will be given in the following order:

1. Weymouth Public Libraries' meetings, events and programs
2. Town of Weymouth departments, boards, and committees
3. Neighborhood and community-based groups and organizations based in Weymouth

4. All other groups or organizations

Use of the meeting room space must not interfere with the operation of the library.

All meetings and programs must be free, open and accessible to any member of the public. Meeting rooms are not available for private meetings, social functions, or fundraisers. Events held in the library's meeting rooms shall not compete with library-sponsored events, unless they are sponsored by a Town department or the Weymouth Public Schools and are approved in advance by the library director. Meeting rooms shall not be used for entrepreneurial or commercial purposes. No admission fees may be charged nor any monies collected with the exception of dues or charges for refreshments by the individual or organization.

Due to demand, use of Meeting Room 138 (Large Program Room) is limited to one meeting per month for approved groups. Meeting rooms may only be reserved for up to three hours at one time.

Applications, Reservations and Cancellations

Meeting room reservations may be requested by not-for-profit organizations and agencies no more than 3 months and no less than 3 weekdays in advance of the event. For profit groups and businesses may request room reservations no more than 45 days and no less than 3 weekdays in advance of the event. Reservations may only be made by using the online form on the Weymouth Public Libraries website. The applicant will receive a confirmation when the request is approved. Reservations are not officially reserved until confirmed. Reservations are considered in the order they are received.

The individual signing the application for meeting room use must be at least 18 years of age and is responsible for the security, safety and behavior of the group. Activities for minors, ages 17 and under, must be supervised by responsible adults.

The applicant shall be in attendance when the meeting room is in use and will be held responsible for the orderly conduct of the group and for any loss of, or damage to, library property. Permission for use of the meeting room is not transferable by any individual or group.

Cancellations must be made as far in advance as possible or at least three days ahead of the meeting date. Groups or individuals who fail to cancel or reschedule meeting room reservations with sufficient notice will be prevented from reserving a meeting room for the period of one month. Repeated failure to cancel or reschedule meeting room reservations may result in the group being blocked from further use. Should the individual, group or organization cancel the meeting, it is their responsibility to notify their members or attendees of that decision. Weymouth Public Libraries is not responsible for costs incurred if a meeting is canceled due to circumstances beyond the libraries' control.

In the case of an unscheduled library closing due to weather or some other emergency, a group may reschedule another meeting time. Weymouth Public Libraries will notify the contact person for the affected group as soon as possible.

Weymouth Public Libraries reserves the right to cancel, reschedule, or transfer meeting room locations or dates that conflict with library-sponsored programs or events. In such cases, effort will be made to give advance notice.

Facilities, Equipment & Safety

Groups may include in their application a request for a specific arrangement of tables and chairs if necessary for their meeting or event. Furniture may not be moved in or out of the meeting rooms and if it is moved, it must be returned to the original position.

To prevent damage, groups are prohibited from using tape or any kind of adhesive on walls or furniture.

Out of concern for public safety, candles, incense, and any kind of open flame are prohibited. Smoking, vaping, and the consumption of alcoholic beverages is strictly prohibited in the meeting rooms.

The individual or group reserving the meeting room shall be responsible for picking up trash and excess materials and equipment of the users. If the tables are being used for crafts or activities in which glue, paint, glitter, or other similar materials are involved, the tables must be covered by the individual or group to protect them from damage.

Refreshments may be served but must be contained within the meeting space. The Weymouth Public Libraries will not supply any equipment associated with the serving of refreshments. There will be no cooking or food preparation on site. Dishwashing facilities are not available.

Individuals or groups may use any of the technology available in the meeting room they have reserved. Each room has an easy-to-use touch screen panel that controls much of the audiovisual equipment in the room and groups will also be provided with a guide to using the technology. Please be aware that library staff may not be available, nor are they required to assist with technology equipment during a meeting or event. Groups are responsible for the cost of replacement or repair of lost, stolen, or damaged equipment.

Per the *Safe Child Policy*, no children under the age of 12 may be left unsupervised in any library building before, during or after meetings.

Groups using meeting rooms agree to indemnify and hold harmless the Town of Weymouth, the Board of Library Trustees, the Weymouth Public Libraries, and their employees, officers, agents and

representatives, from any and all suits, actions, claims, or demands of any nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings or its equipment.

Any exceptions to these guidelines must be approved by the Director of Library Services before a reservation is made. Failure to follow these guidelines may result in the loss of the use of the meeting room.

Rooms & Fees

For-profit groups and businesses may only reserve the meeting rooms on the lower level and must pay the fee listed below in advance. The charge for use of the meeting rooms by not-for-profit groups, civic organizations, or governmental agencies is waived by the Weymouth Public Libraries. However, any such group that wishes to make a donation can make checks payable to the Town of Weymouth for use solely by the Weymouth Public Libraries.

Tufts Library - 46 Broad Street, Weymouth

Room/Location	Availability	Capacity	Fee
Meeting Room 138 (Large Program Room) Lower Level	May be booked for up to 3 hours during regular Tufts Library hours and limited after hours use. <i>May be reserved once per month per group.</i>	175	\$200
Meeting Room 133 (Small Program Room) Lower Level	May be booked for up to 3 hours during regular Tufts Library hours and limited after hours use.	54	\$100
Meeting Room 134 (Conference Room) Lower Level	May be booked for up to 3 hours during regular Tufts Library hours and limited after hours use.	12	\$50
Meeting Room 231 Upper Level	May be booked for up to 3 hours during regular Tufts Library hours. <i>May not be reserved by for-profit groups and businesses.</i>	10	N/A
Meeting Room 232 Upper Level	May be booked for up to 3 hours during regular Tufts Library hours. <i>May not be reserved by for-profit groups and businesses.</i>	20	N/A

Fogg Library - 1 Columbian Street, South Weymouth

Room/Location	Availability	Capacity	Fee
Fogg Room 1	May be booked for up to 3 hours during regular Fogg Library hours.	24	\$100

Fogg Room 2	May be booked for up to 3 hours during regular Fogg Library hours.	8	\$50
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Once the reservation request has been received, it will be reviewed by library staff who will approve or deny the request. If a fee must be paid for use of the room, library staff will reach out to the group or individual to let them know before approving the request. If requested by the group and approved by library staff, reservations may be set to appear on the library's online calendar once they are formally approved and payment of any applicable fee is received. Fees may be paid in the form of a check or money order, made payable to the **Town of Weymouth** and mailed to:

Weymouth Public Libraries
Attention: Admin
46 Broad Street, Weymouth, MA 02188

The check or money order will not be deposited until the event takes place. In the event of a cancellation by the group at least 3 days in advance, the fee will be returned to the group.

Approved by the Weymouth Public Libraries Board of Trustees on September 2, 2020.

Revised by the Weymouth Public Libraries Board of Trustees on June 7, 2023.