



17 School Street, Rockport MA 01952 | (978)-546-6934 | rockportlibrary.org

Meeting Room Policy

INTENDED USES

The meeting rooms in the Library are intended for Library programming and for public gatherings of a civic, cultural, or educational nature in accordance with consideration of the principles set forth in the [Library Bill of Rights](#): Accessibility, equity, and inclusiveness.

No public use of meeting rooms will be allowed that could disturb patrons in entering and using the library facilities, services, impede library staff in the performance of their duties, or endanger the library building or collection.

The Library encourages use of the meeting rooms by town committees, local groups and organizations, according to the following guidelines and conditions:

1. Priority for meeting room use will be given as follows: 1. Library and Library- sponsored programs, 2. Town departmental business, 3. Library-related organizations, 3. Rockport non-profit and community groups, 4. all others.
2. The Library's meeting rooms are available to local groups and organizations on a first-come, first-served basis for meetings that comply with the Library's Meeting Room Policy and do not conflict with Library services and programs. Rooms may be reserved by non-profit and community groups holding meetings that are free of charge and that are open to the public.
3. 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 the meeting room, however, does not constitute an endorsement by the Library of an organization's policies or beliefs.
4. Groups may not imply in their advertising or during meetings that the Library sponsors or supports the meeting, group, or presentation without prior written permission from the Library Director or Assistant Director.
5. Groups may identify the Library and provide its address in their publicity as the meeting location but may *not* publish the Library's phone number for the purposes of Library staff helping to organize/plan meetings or answer questions about meeting content. The group must provide contact information to be shared with the public.

6. The Library Director or Assistant Director are responsible for the final approval of all Library meeting room requests and the execution of this policy. Requests for review of a decision made by the Library Director or Assistant Director can be initiated by the submission of the Meeting Room Reservation form. This document will be available at the library's main desk and on the [library's website](#). If the Sponsor wants to appeal the decision to not approve a meeting room request made by the Library Director or Assistant Director they can speak to the Board of Trustees during a regularly scheduled open meeting.

MEETING ROOM USE

1. The Rockport Public Library has two rooms available for the community. The Brenner Room seats 110 people. The Trustees Room contains a large conference table that seats up to 18 people. Meetings must be confined to the agreed-upon room. Public areas, including stairs, entryways, and halls, must remain clear and open to the public. The size of the group cannot exceed the capacity of the specific meeting room due to fire code limitations.
2. Meeting rooms are not available for parties and celebrations for the benefit of private individuals or for commercial enterprises. All meetings must be open to the public.
3. With the exception of town committee meetings, the meeting rooms may not be reserved when the library is closed to the public, including but not limited to nights and legally observed holidays, unless arrangements are made with the Library Director or Assistant Director at least 7 days in advance.
4. All meetings must end 15 minutes before the library closes. Meetings that are expected to extend past the Library's open hours must be arranged in advance. **The Library will not allow meeting room use after hours without prior arrangements.** The sponsor for the group must meet with the Library Director or Assistant Director at least 4 days prior to the meeting and review the [Public Emergency Evacuation Procedure](#) and procedures for after-hours use and agree to the terms of use. **After-hours meetings must end by the agreed-upon time.**
5. The scheduling of a meeting at the library may not be changed once posted on the library's event calendar with less than 48 hours notice. The library will make efforts to inform patrons of the change, however the responsibility lies with the party who scheduled the meeting. Frequent changes to meeting dates and times, may result in the inability for the group schedule meetings.
6. 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.

RESERVATION AGREEMENT

1. Completed applications must be submitted at least one week in advance of the meeting. Application forms are available on the Library's meeting room application must be completed and submitted by a resident of Rockport 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.
2. Meeting rooms may be reserved up to 6 months in advance of the meeting to allow flexibility in scheduling Library programs. This limit applies to both single and repeat bookings. Community groups may reserve meeting rooms no more than 12 times per calendar year unless prior arrangements are made with the Library Director or Assistant Director. Dates may not be held until they are finalized by the group/organization.
3. The Sponsor shall be in attendance when the meeting room is in use.
4. The Sponsor is responsible for the security, safety, and behavior of the group. Children must be supervised by group members. Pick up of children must be monitored by the group. (Please see the Library's [Safe Child Policy and Patron Behavior Policy](#)).
5. The Sponsor will be responsible for picking up and returning any Library keys.
6. The Sponsor 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 Library Director, Assistant Director, or a designated staff member immediately. Neither the Trustees of the Rockport Public Library, nor the Town of Rockport, 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.
7. Users of Library equipment are REQUIRED to make an appointment for a training session AT LEAST 4 days in advance of their program. If assistance is needed during the meeting set-up and meeting proper, staff may NOT be available to assist, rendering the advanced training session critical to the success of the meeting's technology viability. The same time range applies to the request for the library to provide access to online programs, logins, links, ZOOM invites etc. associated with the program.
8. The Sponsor is responsible for setting up the meeting room to their 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 (i.e., where they were found) when the meeting is over.
9. Refreshments (non-alcoholic) may be served in the community meeting room. A small kitchen in the Brenner Room may be used by groups, with permission from the Library

Director or Assistant Director provided the area is completely cleaned by the group after the meeting. All plates, cups, and utensils must be supplied by the group using the room.

10. No custodial services are provided in connection with the use of the meeting rooms. Storage facilities are not provided.
11. The Sponsor is responsible for placing trash generated by the meeting in receptacles provided in the meeting rooms.
12. All inquiries concerning meetings will be referred to the Sponsor who completed the application or a designated contact person. Should the Sponsor cancel the meeting, it is their responsibility to notify the Library Director or Assistant Director as well as audience members of that decision as soon as possible.
13. The Sponsor is responsible for notifying the Library Director or Assistant Director if an event is canceled. Not notifying the Library Director or Assistant Director may limit the Sponsor's ability to reserve rooms in the future.
14. In case of an emergency closure, the Library Director or Assistant Director will notify the Sponsor as soon as possible prior to the event.
15. Permission for use of the room is not transferable.
16. Any infraction of the [Patron Behavior Policy](#) and this Library Meeting Room Policy may result in the loss of meeting room use privileges for the Sponsor, the group, or the association. Any false, misleading, or incomplete statement on the application form shall be grounds to forbid the use of meeting rooms in the future by the applicant.
17. The Library Director or Assistant Director reserves the right to deny a reservation request.
18. The Library Director or Assistant Director 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. Payment shall be made to the Rockport Police Department prior to the event.
19. No smoking is allowed on Library property. No alcoholic beverages may be dispensed or consumed by the public on Library property. No open flame is permitted at any time.

EXCEPTIONS

1. Any exceptions to the preceding policies can be may only be approved by the Board of the Library Trustees and requested in time to be placed on the agenda of their next regularly scheduled meeting.
2. The Board of Trustees reserves the right to amend this policy, and to rule on situations not specifically covered herein. The Board of Trustees and the Library Director shall review this policy as needed.

Approved by the Rockport Board of Trustees on 11/22/2022

Updated: 12/29/2022



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Reserve a Meeting Room (This form is also available on the [library's website](#))

To reserve a room, please provide the following information.

1. Which room would you like to reserve? (circle one)
 - a. Brenner Room (110-person capacity)
 - b. Trustees Room (18-person capacity)
2. Give your event a name that uniquely identifies it, including the purpose of your organization. If you have a mission statement, please include it below. (Example: Chess Club, Last Meeting of the Semester)

3. Describe your event in detail (use the back of the page if necessary).

4. How many people are expected to attend?
5. Publicized Start Time:
6. Publicized End Time:
7. Sponsor's First Name:
8. Sponsor's Last Name:
9. Sponsor's Email:
10. Sponsor's Telephone:
11. Organization:
12. Organization's website:
13. Sponsor's Address:
14. Sponsor's City:
15. Sponsor's State:
16. Sponsor's Zip:

Terms & Conditions of Usage

I have read the above policy for the use of this room, and agree to abide by them. Failures to do so may impinge on the right of the group to reserve rooms in the future.

Signature of Sponsor: _____