

MEETING ROOM POLICY

The meeting room of Ayer Library may be requested for educational, recreational, and civic purposes. The room is not to be used for social, partisan religious, or partisan political purposes; for commercial enterprises; or individual use.

Questions of interpretation will be referred to the Library Director. Final determination will rest with the Board of Trustees.

REGULATIONS FOR MEETING ROOM USE

- ✓ Applications and bookings must be approved by the Library Director.
- ✓ Reservations may be made no more than 60 days in advance. Reservations may not be placed for regularly recurring meetings.
- ✓ All meetings and programs must be held during regular library hours. Meetings must end no fewer than 30 minutes before Library closing. Meetings longer than two hours may be scheduled only at the discretion of the Library Director.
- ✓ All meetings and programs must be open to the public.
- ✓ Room capacity may not exceed 50 people.
- ✓ There will be no smoking and no alcoholic beverages.
- ✓ No sales, soliciting, recruiting, or taking of fees may take place at any meetings or programs.
- ✓ Groups may serve simple refreshments. Meeting room must be cleaned and empty by Library closing.
- ✓ Groups will provide their own set up and return room to the order in which it was found. Any food or beverages provided must be removed completely and trash removed.
- ✓ Publicity used and displayed at the Library must be approved by the Library Director.
- ✓ The Library is not responsible for any materials brought to the Library for meetings or programs.

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- ✓ The individual who signs the application form assumes responsibility for any accidents or damages caused by the group or any person in attendance which occur to the library building or library equipment and further, is responsible for payment of any necessary repairs.
- ✓ Neither the Board of Trustees for Ayer Library nor the Town of Ayer may be held responsible for injury to persons or property that occurs while meeting room is being used.
- ✓ Failure to abide by this policy and the rules and regulations of the Ayer Library will result in denial of subsequent use privileges.