

# Rockport Public Library

## Meeting Room Policy

### PURPOSE

The Peggy Dirk Brenner Friends' Room and the Trustees Room are available for public meetings of an educational, philanthropic, cultural, or civic nature having a substantial nexus to the Rockport community. Permission for use of the meeting rooms does not constitute endorsement by the Board of Library Trustees or the Town of Rockport of any points of view expressed by program participants.

### GENERAL POLICIES

- The maximum capacity of the Brenner Friends' Room is **110** people; the maximum capacity of the Trustees Room is **18**. Due to Fire Department safety regulations, NO EXCEPTIONS can be permitted.
- If there are concerns regarding the number of people attending the event the person requesting the room may be required to hire a police detail at their own expense.
- All meetings must be open to the public.
- Smoking and use of alcoholic beverages are prohibited by state law.
- Meetings must be confined to the agreed-upon room. Public areas, including stairs, entryways, and halls must remain clear and open to the public.
- Rooms must be left with chairs, tables, and equipment in the same configuration and level of cleanliness as when the group arrived.
- Unless other prior arrangements have been made, meeting rooms must be vacated and cleaned up at least 15 minutes before library closing time.
- No admission fees may be charged, donations collected or commercial use.
- No advertisements or announcements implying endorsement by the Library Trustees of any program are permitted.
- No material may be attached to the walls in any part of the building, except as approved and posted on bulletin boards by Library staff.
- No storage facilities of any kind will be provided.
- The Rockport Public Library, the Board of Library Trustees, and the Town of Rockport shall not be responsible for the safekeeping of any artwork, models, or displays in conjunction with meeting room use.
- The hallway telephone accepts only calls in the 978 area code. **In an emergency, the phone in the elevator automatically dials the police station.** On library phones, you must dial 8 before 911.

### REFRESHMENTS

- All refreshments—except beverages—must be prepared offsite; the kitchen facilities are not designed for full-scale food preparation.
- Chilling and reheating of prepared foods may be provided for in connection with the meeting.
- All unused food, beverages, and trash must be removed from the building at the conclusion of the meeting. Kitchen must be left clean and orderly.
- All plates, cups, and utensils must be supplied by the group using the room.

### SCHEDULING

- Regularly scheduled library or library-related activities shall be given preference for the use of the rooms. Meetings must not interfere with normal library operations.
- Reservations will be on a first come-first served basis.

- The first time an organization, other than a Town department, board, or committee, requests use of a meeting room, they will be required to complete a written application. The person signing the application must be a resident of Rockport; be at least 21 years of age; and be responsible for the conduct of the group, for payment of bills, and the protection of Library property in connection with the meeting. Restitution for any damage beyond normal wear and tear will be the responsibility of the person who signs the application.
- Request for subsequent use of a room by any group must be made at least 4 days in advance of the desired date. Room requests must include information about preferred room set-up and required equipment: i.e., seating capacity, lectern, microphones, easels, projector, screen, etc.
- Requests for use of library AV system must be made at time of room booking. AV applicants must receive training from library staff at least 4 days in advance of scheduled meeting.
- Meeting rooms are generally available for set-up a half-hour before the scheduled meeting time.
- A library staff member must be on duty during meeting set-up. The staff person must be paid the customary union wage for any hours that exceed the normal work schedule.

#### **AFTER HOURS**

- The outside doors will be locked at closing time by Library staff. The meeting chair or his/her designee will be responsible for seeing that the building is vacated, turning off all lights, and verifying that both outside doors are shut securely.
- For meetings that begin after library hours the meeting chair or his/her designee will be responsible for signing out keys to Library from the Police Station.
- In the event of inclement weather or other unforeseen circumstances affecting the safe access to, operation of, and egress from the building, the meeting's chair shall notify the Rockport Police Department (978-546-1212) and the police will summon appropriate assistance.
- Town departments, boards, or committees that request after-hours use will be responsible for properly closing the building. They have two options:
  - A. Arrange to pay the two-hour call-back fee for union employees.
  - B. Submit in writing the name of the person who will be responsible for (1) meeting with Library staff to obtain a key and review closing procedures, (2) signing an Emergency Evacuation Procedure form, and (3) depositing the key in the Book Drop. Failure to fulfill these obligations will result in the organization being required to use Option A henceforth.
- After-hours use by groups other than Town agencies will be at the discretion of the Library Trustees.

#### **FEES**

- A fee of \$75.00 will be charged for up to four hours' use. Payment is to be made to the Town of Rockport and submitted with the application.
- An additional charge to have a staff member on the premises may also apply.
- A clean-up fee will be assessed to cover any damages and costs of additional custodial time if rooms are left in a manner that does not comply with the terms of this policy.
- Meeting room fees shall be waived for library-related programs and other municipal departments, boards, and committees and nonprofit organizations.
- Fees will not be refunded unless cancellation is made at least 24 hours in advance of the scheduled event.

#### **EXCEPTIONS**

Any exceptions to the preceding policies can be made only by the Board of Library Trustees and must be requested in time to be placed on the agenda of their next regularly scheduled meeting. The Trustees

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reserve the right to prohibit the future use of the public meeting rooms to any organization that abuses the regulations as set forth.

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.

**ACCEPTANCE**

I have read and agree to abide by the Rockport Public Library Public Meeting Room Policies and the Emergency Evacuation Procedures.

Full Name: \_\_\_\_\_ (Print clearly)  
Signature: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Date: \_\_\_\_\_

**To reserve a room or inquire about room availability, please call Christiann Gibeau at 978-546-6934 or email [cgibeau@rockportlibrary.org](mailto:cgibeau@rockportlibrary.org)**

Library Director  
Cindy Grove

Board of Library Trustees  
Lana Razdan, chair  
Rob Audano  
Holly Frithsen

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