

**Burlington Public Library
22 Sears Street
Burlington MA 01803
Phone: 781-270-1690
Fax: 781-229-0406**

burlingtonpubliclibrary.org

Lori Hodgson
Library Director
781-505-4990

Dear Meeting Room Applicant:

This meeting room information packet includes a preliminary application form, a reservation request form, a copy of the meeting and conference room policy, and a copy of the regulations.

Please fill out both forms, and return them to Gerri Gaffey. The preliminary application form requests a brief, complete description of your organization's purpose. Please be aware that no fees may be charged for attendance, and all meetings must be open to the public. All reservations are tentative until the forms are returned to the library and are approved. The policy and regulations are for your organization's use.

The meeting rooms are typically used over 100 times a month. For the library to continue providing this free popular service, it is important that users observe the meeting and conference room policy and regulations. Please be sure your meeting-presenter has a copy of both documents, as they provide information and answers to many questions regarding the library.

All preliminary applications are reviewed by the library director, and are either approved or denied, based on the applicant's compliance with library policy. If your application is denied, you may appeal the decision to the Board of Library Trustees. The Board meets at the library the second Thursday every month at 7:00 PM, and the public is invited to attend.

You will be contacted if the requested time is unavailable, or if the request is denied. No confirmation notice will be sent. Please check the online calendar, available at the library website, for all confirmed reservations. If you need to cancel a reservation or have any questions, please contact:

Gerri Gaffey
Principal Clerk
781-270-1738
Monday-Friday, 9:00 AM-3:00 PM
ggaffey@burlmass.org

Burlington Public Library
22 Sears Street
Burlington, MA 01803

Meeting Room Policy

The meeting rooms are available to individuals or organizations for public gatherings of:

- A civic nature
- A cultural nature
- An educational nature
- Business or commercial organizations that exist primarily for profit to share information without promotion of their goods or services
- Small study groups and meetings of a confidential nature may be accommodated at the discretion of the Director

The rooms are **not** available for:

- Purely social gatherings
- Monetary benefit of private individuals or commercial enterprises
- Presentation of only one side of a controversial issue
- Political campaigning
- Rehearsals and auditions

Must be open to the public, no admission fee may be charged, no collection taken and no products or services sold on the library premises. The exception shall be for the conducting of fundraising activities that directly benefit the library and for which approval is required. The library, and its Trustees, in no way endorse any particular group or individual using the meeting rooms. Meetings must be in compliance with all federal, state and local laws must be complied with.

Priority in scheduling of meeting rooms will be given to:

- Library programs (including Friends groups, library staff meetings, Board of Trustee meetings)
- Burlington organizations whose primary goal is the ultimate benefit of the community
- Other organizations whose primary goal is the ultimate benefit of the community

If a conflict in scheduling arises, the library reserves the right to assign a group to another suitable room, or to cancel the meeting only if no satisfactory arrangements can be made.

Groups or individuals wishing to use a meeting room are required to submit a Preliminary Application Form to the office of the Library Director. Use will be dependant upon availability and best utilization of the facility, and must be within the regulations provided with this policy. Any group found to be in violation of these regulations may be denied future access to the library meeting rooms.

There are small study rooms for 2 –3 people available on a walk-in basis.

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 annually.

Revised: July 2003

Reviewed: November 10,2005

MEETING ROOM REGULATIONS

Please share these rules with all in your organization who need to know of them. Your cooperation enables the library to continue this very popular free service.

APPLICATION(S) AND SCHEDULING

1. Meeting rooms are assigned on a first-come, first-serve basis. Reservations and other arrangements are handled Monday through Friday, 9:00 AM to 3:00 PM at 781-270-1738.
2. A Preliminary Application Form must be submitted to the office of the library director for approval. Please allow a minimum of one week for this process. The library is unable to accommodate walk-in, same day, or next day requests.
3. A Reservation Request Form must be filled out completely by the user and submitted to the office of the library director for each meeting. A calendar in the office lists the availability of the meeting rooms.
4. Reservations are considered tentative until the completed form is returned and approved.
5. Library programs receive first consideration in scheduling meeting rooms. If a conflict arises, the library reserves the right to assign a group to another suitable room, or to cancel the meeting if no satisfactory arrangements can be made. The contact person for the group will be notified of any necessary changes.
6. If a meeting is to be canceled by the user, please notify the office of the Library Director as soon as possible.
7. Should the library be forced to close early due to weather or other emergency, the room would not be available. Every effort will be made to notify the contact person for the group.
8. A list of available equipment is at the end of these regulations. Everything the group wishes to use, including the number of tables & chairs, must be listed on the reservation form. Any requests for change must be made at least 48 hours before the meeting.

USE OF ROOM

1. Special tools are needed to move the folding walls in the first floor meeting rooms. Only library maintenance staff can adjust the folding walls, and they are not available evenings and weekends. Meeting room users should not attempt to move these walls under any circumstance, and may be held liable should damage occur to the walls.

2. Meetings should take place within the library's public hours (M-Th 10-9; Fri 10-6; Sat 10-5; Sun 1-5; call for summer weekend hours). Meetings should end 15 minutes before closing so that the group may clean up, and the library staff can secure the room and building.
3. Meeting rooms are locked. The first member from a group to arrive should go to the circulation desk (for first floor meetings) or the reference desk (for second floor meetings) and ask a staff member to unlock the room. Identification (driver's license, library card, etc.) may be requested at that time. When the meeting ends a staff member at the appropriate desk must be told, and the room will be checked and secured. Identification will be returned at that time.
4. Room set-up is responsibility of the group. Please plan time for this.
5. Refreshments must be confined to the meeting rooms. Alcoholic beverages are not allowed, except by special permission of the Board of Selectmen. Appliances are not allowed, except for coffee makers.
6. The user is responsible for cleaning all areas used, and is expected to leave the facility in the same condition as found; i.e., stack chairs, clean off tables, etc.
7. Facility users will be responsible for any damage to library property or equipment.

MISCELLANEOUS

1. Users are responsible for publicity, pre-registration, etc. Publicity may only list the library as the meeting site. Co-sponsorship with the library cannot be indicated unless there is specific agreement with the library.
2. Due to limited parking, groups of 15 or more are requested to carpool.
3. Noise should be minimized throughout the library, particularly on the library's second floor, which is a Quiet Zone.
4. Adequate adult supervision must be provided by the user to assure proper conduct of the attendees. The individual in charge, as indicated on the reservation form, must be present during room use.
5. The library staff cannot take or relay messages except for emergencies.
6. The library is not responsible for the user's equipment if lost, stolen or damaged.
7. Repeated violations of any of the above regulations may result in denial of future meeting room use.

EQUIPMENT

If **notified in advance** the library **can** supply:

written directions to the library

*videocassette player and monitor

projection screen or equivalent

*overhead projector

*lectern

*presentation easel

*blackboard

*public address system

vacuum cleaner

*extra wastebaskets

*trash bags

*30 cup coffee pot & water (user must bring supplies)

* 48 hours notice required

The library **cannot** supply:

film or slide projector

extension cords

boxes

storage for materials between meeting dates

tape, markers, scissors, or other supplies

refreshment supplies

refrigeration

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Meeting Room
Preliminary Application Form

Date of Application _____

Name of
Organization _____

Address _____

Town/City _____ Zip _____

Phone _____

Contact Person _____

Address _____

Town/City _____ Zip _____

Phone _____

Please give a brief description of the organization's purpose:

_____ PLEASE DO NOT FILL IN BELOW THIS LINE _____

Date received _____

Approval _____

Date _____

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Reservation Request Form

Organization _____ Phone _____
Address _____
Town/City _____ Zip _____

Person in charge _____ Phone _____
Address _____
Town/City _____
Zip _____

Number of attendees _____
List specific date(s) requested _____

Time: Starting _____ Ending _____
Purpose of this meeting _____

Equipment to be brought in _____

Library equipment requested _____

User's Responsibility

Before signing this application, please review the policy regarding the use of library meeting rooms.

Signature of Applicant _____ Date _____