



**TOWN OF BURLINGTON**



**BURLINGTON  
Public Library**  
*Connect, Discover, Enjoy*

Dear Meeting Room Applicant:

Enclosed are 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. If you would like to confirm or cancel your reservation or have any questions, please contact:

Gerri Gaffey  
Administrative Assistant  
781-270-1738  
Monday-Friday, 9:00 AM-3:00 PM  
ggaffey@burlington.org



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## Meeting Room Policy

The meeting rooms are available to individuals or organizations for meetings 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 any related goods or services
- Small study groups and meetings of a confidential nature may be accommodated at the discretion of the Director
- In the absence of the Director, for educational study groups of 3 or more students, a one-time exception for the use of Meeting Room 4 may be made at the discretion of the Reference Desk staff. The study groups must vacate the meeting room 30 minutes prior to the library's closing or the beginning time of a previously booked reservation. Students must submit the required forms at the time of use, in addition to Reservation Request Forms for any subsequent use of the meeting rooms

The rooms are **not** available for:

- Purely social gatherings
- Promotion or sale of products and services by private individuals, organizations, or commercial enterprises
- Classes for profit
- Presentation of only one side of a controversial issue
- Political campaigning
- Rehearsals, auditions, classes of a physical nature (yoga, exercise, etc.) that are better served at their related settings (music hall, gym, etc.)

Meetings:

- Meetings 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
- Meetings must end and rooms must be vacated 15 minutes before closing
- Storage of personal property, equipment, and/or supplies of users is not permitted
- Advertising and public notices of events held in the meeting rooms must clearly designate the organizational sponsorship
- The library, and its Trustees, in no way endorse any particular group or individual using the meeting rooms



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Priority in scheduling of meeting rooms will be given to:

- Library programs (including Friends groups, library staff meetings, Board of Trustee meetings and library-sponsored programs held in concert with community partners)
- 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 but 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 dependent upon availability and best utilization of the facility, and must be within the regulations provided by this policy. Any group found to be in violation of these regulations may be denied future access to the library meeting rooms.

The Meeting Room Policy applies to the Fogelberg Rooms, McIntire Room, and Meeting Room 4. This policy does not apply to the Miles Historical Room, which is reserved solely for the use of materials within the library's Local History Collection.

Note: There are small study rooms which accommodate one to three 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 as deemed necessary.



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**BOARD OF TRUSTEES (Meeting Room Policy)**

**DATE**

\_\_\_\_\_ Chairman \_\_\_\_\_

\_\_\_\_\_ Vice-Chairman \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reviewed July 11, 2019



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## **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. Meeting room use must conform to the library's Meeting Room Policy and the regulations below; any violation of the policy or regulations may result in denial of future meeting room use.

### **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. Meeting rooms can be booked for the current calendar year; applications for the upcoming calendar year are accepted starting December 1<sup>st</sup> on a first-come, first-serve basis.
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.
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 Gerri Gaffey, Administrative Assistant (781 270-1738) 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. 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 30 minutes before closing so that the group may clean up and the library staff can secure the room.
3. Meeting rooms are locked. The contact person for the group 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.
4. Room set-up is responsibility of the group. Please plan time for this.



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5. All cabinets and their content are for library staff use only. The library will not store materials between meeting dates.
6. Light refreshments are allowed; 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.
7. The user is responsible for cleaning all areas used and is expected to leave the facility in the same condition as found. Please stack chairs and clean off tables, etc.
8. In the event of spills or other issues it is the responsibility of the person in charge to notify the library staff.
9. 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. There is limited parking at the library therefore meeting room users are requested to car pool if possible and to park off site (i.e. Town Hall, the street, Human Resources building). Please share with the attendees in advance.
3. Noise should be minimized throughout the library, particularly on the library's second floor, which is a Quiet Zone.
4. Adequate adult supervision for groups that include children must be provided by the user to assure proper conduct of the attendees.
5. The individual in charge, as indicated on the reservation form, must be present during room use.
6. The library staff cannot take or relay messages except for emergencies.
7. The library is not responsible for the user's equipment if lost, stolen or damaged.

### **EQUIPMENT**

If notified in advance (at least 48 hours) the library can supply the following:

- DVD player and monitor
- projection screen or equivalent
- lectern presentation
- easel (paper not provided)
- dry erase board (markers not provided)
- extra wastebaskets
- trash bags
- 30 cup coffee pot & water (user must bring supplies)

The library cannot supply:

- projector
- tape, markers, scissors, or other supplies
- extension cords
- refreshment supplies
- refrigeration

**Burlington Public Library**  
**22 Sears St. Burlington, MA 01803**  
**Phone: 781-270-1690 Fax: 781-221-7782**

**Meeting Room**  
**Preliminary Application Form**

Date of Application \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Town/City \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Town/City \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Please give a brief description of the organization and the purpose of this meeting:

\_\_\_\_\_ PLEASE DO NOT FILL IN BELOW THIS LINE \_\_\_\_\_

Date received \_\_\_\_\_

Approval \_\_\_\_\_

Date \_\_\_\_\_

**Burlington Public Library**  
**22 Sears St. Burlington, MA 01803**  
**Phone: 781-270-1690 Fax: 781-221-7782**

**Reservation Request Form**

Organization \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Town/City \_\_\_\_\_ Zip \_\_\_\_\_

Person in charge \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Town/City \_\_\_\_\_ Zip \_\_\_\_\_

Number of attendees \_\_\_\_\_

List specific date(s) requested \_\_\_\_\_

\_\_\_\_\_

Time: Set-Up \_\_\_\_\_ 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 \_\_\_\_\_