

## **MERRIMAC PUBLIC LIBRARY MEETING ROOM POLICIES FOR USE**

### **OVERVIEW & RESERVATION PRIORITIES**

The Merrimac Public Library encourages the use of the Meeting Room by public and private groups for cultural and community programs and meetings. The Meeting Room must be reserved in advance and required documents must be submitted. The Library does not discriminate in making its premises available for use on the basis of race, color, national origin, religion, sex, sexual preference, age or physical limitation. The fact that a group or organization is granted permission to meet in the Library in no way constitutes endorsement of the policies or beliefs of that organization by the Library or the Town of Merrimac.

Exceptions to this policy may be made at the discretion of the Library Board of Trustees and/or Library Director. The Trustees have final authority concerning the use of the Meeting Room.

The Library in its sole discretion will determine the number of events to be held on a daily basis in the Meeting Room. The Meeting Room is available for use daily from 7 am to 11 pm. Priority for use of the Meeting Room is as follows:

- **FIRST** The Merrimac Public Library on all dates. The Library also has the right to preempt any event for a Library event. In such rare instances, the Library will put forth every reasonable effort to assist the group in reserving another date.
- **SECOND** The Friends of the Library and its members on all dates.
- **THIRD** Town departments and Town boards in accordance with the open meeting law.
- **FOURTH** Non-profit community organizations.
- **FIFTH** All other for-profit or private organizations, individuals and groups may reserve the meeting room for events on a first come, first serve basis, excluding personal functions, such as birthday parties, weddings, etc.

### **MEETING ROOM DESCRIPTION AND AVAILABILITY**

- accommodates groups up to 120 people
- available for rent daily 7 am to 11 pm
- includes use of a kitchen with sink, refrigerator, stove and microwave, access to bathrooms and drinking fountains, plus use of tables and chairs at no extra charge.
- Audio-visual equipment may be rented for an additional fee (please see the Audio-visual Equipment Fee Schedule).

## HOW TO RESERVE THE MEETING ROOM

### ❑ **Registration Form**

Applicants must completely fill-out this form to determine their status as a Meeting Room user. One person must be designated, who is at least 21 years of age, to assume responsibility for any meeting held by the specified organization/group. This form must be complete with name, address, and telephone number and will be kept on file. Once approved, applicants will not be required to submit this form again in securing future dates unless the information provided changes. If this information changes it is the responsibility of the group to provide the Library with updated information

### ❑ **Reservation Form**

After the Registration Form has been completed and accepted, Meeting Room users must complete a Reservation Form to specify the date, time and location of a specific meeting, meetings, series, or event. Reservation Forms must be submitted to the Library 6 months to 2 weeks prior to the event to the Library.

### ❑ **Proof of insurance** (see separate page)

### ❑ **Deposits due (if applicable)**

Once the Registration Form, Reservation Form, proof of insurance and deposit (if required) are received and approved by the specified deadlines, a confirmation will be provided.

## DONATIONS AND DEPOSITS

- **Library Meeting Room donation: \$50 per hour**

Make checks payable to “Merrimac Public Library.”

- **Custodial service cost: \$50**

If the event is held as a series requiring use of the room for more than one day, the custodial cost will be charged one time. If any of the rooms are repeatedly left in unsatisfactory condition, then it is left to the discretion of the director to charge to cover additional custodial services.

- **Key deposit: \$20** *Required only if the event takes place outside of regular Library hours.*

The deposit will be refunded upon return of the key.

### **Conditions in which donations are expected:**

- The event charges admission/tuition and is not sponsored by the Merrimac Public Library or Friends of the Library.
- Events in which present or future financial gain is sought such as: exhibits of displayed artwork for sale; educational seminars whose purpose is the future sale of financial services or other products, etc.
- Events held by an elected/appointed official or any organization that involve raising funds for a political campaign.