

MERRIMAC PUBLIC LIBRARY MEETING ROOM

RULES FOR USE

- ∞ Any promotion of the event may only list the Library as the event site. Indicating co-sponsorship with the Library is not permitted unless there is a prior agreement.
- ∞ The Library should not be used as a mailing address for any group or organization.
- ∞ Children and teenage groups may use the Meeting Room provided one or more adults are present to supervise them. Children under 6 must be accompanied by an adult when using the bathroom facilities. Event ratio of children/teens to adults must be at least 10:1.
- ∞ In the event of damage or misuse of Library property, the representative designated on the Registration Form will be contacted and their specified organization will be held responsible for any applicable replacement or repair costs. Such incidents may affect the ability to utilize the Meeting Room in the future.
- ∞ Groups are responsible to properly bag any trash they generate and place it in the outside receptacles (by the Children's Room). Please dispose of any unused beverages in the kitchen before throwing cups in the trash.
- ∞ No smoking in or on Library grounds in accordance with state statute.
- ∞ Nothing should be attached to the walls. Any adhesive, thumbtacks, nails, etc., for signage on the walls in the Meeting Room is prohibited.
- ∞ Noise should be minimized throughout the Library, especially in the Meeting Room Lobby. Events must not interfere with regular Library service.
- ∞ Tables and chairs are available for use. Before leaving, all tables should be lined up against the walls and chairs should be stacked.
- ∞ Tables should be cleaned after each use. You are responsible for providing either plastic table coverings or cleaning supplies for your group.
- ∞ Please be sure all lights in the Meeting Room, kitchen and lobby are turned off when you leave.
- ∞ Groups using the Meeting Room are responsible for vacuuming the carpet before leaving. Please use the Miele vacuum that is kept in the storage room and return when finished.