

Merrimac Public Library

Meeting Room Policy

The Meeting Room of the Merrimac Public Library is bright, clean, spacious, and beautiful art exhibits adorn the walls. The room has a capacity of 120, a parking lot adjacent to the building, and is handicap accessible. Ample chairs and tables are available for use, as well as a small kitchenette and restrooms. There are shades to darken the room, and a large wall to project images. The room is available daily from 7am to 11pm, requested user time must include set-up and clean-up time.

Users must provide their own speakers, microphones, computers and AV equipment. The meeting room offer access to wireless internet through an open public network. Library staff will not be available to provide meeting support, or equipment troubleshooting.

The room is self-serve, meaning that all groups are responsible for the set-up, breakdown, and cleaning of the room. Please see the Meeting Room Rules, available on the library website. If the meeting is held after library hours, users must pick-up a key from the circulation desk prior to the meeting when the library is open. Please note that the exterior door to the meeting room cannot be propped open at any time during the scheduled program/event time.

If smaller rooms are needed, there are 2 group study rooms with glass walls that accommodate up to 4 people. These rooms are on a first-come, first-serve basis, and are available during library hours.

The room is available 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. Please complete the Meeting Room Registration Form, available on the library website. **All private groups must provide proof of insurance, or execute the Town of Merrimac's hold harmless/identification agreement.**

The following programs/events are **not permitted** in the meeting room:

- Religious worship services
- Personal functions such as birthday parties, bridal showers, weddings, personal promotion events, etc.

Reservation Priorities

Priority for use of the Meeting Room is as follows:

- FIRST: The Merrimac Public Library on all dates. The Library 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, or personal promotion events, etc.

Recommended Donation

- Library Meeting Room donation: \$50 per use. Make checks payable to “Merrimac Public Library.”
- 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.

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 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.

While it does not happen frequently, the library reserves the right to cancel a reservation if it is needed by a higher priority group.

When determining if a group qualifies to use the meeting room, the library does not discriminate on the basis of race, age, values, gender, sexual orientation, gender identity, cultural or ethnic background, physical, sensory, cognitive or learning disability, economic status, religious beliefs, or views.

Approved by the Library Board of Trustees May, 2023.

Updated and approved by the Merrimac Library Board of Trustees, September 16, 2025