

## Meeting Room Rules

1. If the meeting is scheduled when the library is closed, a representative (age 18+) from the group must pick-up the meeting room key either the day before or the day of the event, during regular library hours.
2. Notice of cancellation should be made as soon as possible, by calling the library or emailing the Library Director.
3. Attendance at the meetings will be limited to the capacity of the meeting room of 120.
4. All exits must remain clear at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
5. All activities held in the Library's meeting room must be open to everyone.
6. 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. **This includes the need to hire a custodian, at \$100 hour, for any needed cleaning.** Such incidents may affect the ability to utilize the Meeting Room in the future.
7. Any damage to furnishings or space, and personal accidents should be reported to library staff promptly.
8. **The Merrimac Public Library has no full-time custodian on staff. It is the groups responsibility to,** properly bag any trash they generate and place it in the parking lot dumpster. Dispose of any unused beverages in the kitchen sink before throwing cups in the trash.
9. Wipe down kitchen counters and sweep or vacuum the floor as needed.
10. Nothing should be attached to the walls. Any adhesive, thumbtacks, nails, etc., for signage on the walls in the Meeting Room is prohibited.
11. Tables and chairs are available for use. Before leaving, all tables and chairs should be returned to their original place.
12. Tables should be cleaned after each use. You are responsible for providing either plastic table coverings or cleaning supplies for your group.
13. Groups are responsible for vacuuming the carpet before leaving. Please use the vacuum that is kept in the storage room and return when finished.

14. 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
15. Noise should be minimized throughout the Library, especially in the Meeting Room Lobby. Events must not interfere with regular Library service.
16. Turn off all lights in the Meeting Room, kitchen and lobby when leaving.
17. Check that all doors and windows to the meeting room are closed/ locked.
18. Return the key to the meeting room with the bag in the book drop, located by the main entrance of the Library.
19. Any promotion of the event may only list the Library as the event site. Indicating co-sponsorship with the Library or the use of Library logo/image is not permitted unless there is a prior agreement.
20. Equipment, supplies, or personal effects cannot be stored or left behind as the Library is not responsible for any lost or damages items.
21. The Library should not be used as a mailing address or a contact for any group or organization.
22. Permission to use the Library meeting room may be withheld from groups. Failing to comply with the Meeting Room Policy and Rules and from any group that damages the room, floor, equipment, or furniture, or cause a disturbance.
23. The following is prohibited:
  - Alcoholic beverages
  - Smoking or vaping
  - Candles and open flames
24. Donations for the use of the room can be paid using a check made out to the Merrimac Public Library, and deposited in an envelope in the book drop.

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*Approved by the Library Board of Trustees May, 2023.*

*Updated and approved by the Merrimac Library Board of Trustees, June 17, 2025.*