Lunenburg Public Library

Meeting Rooms Policy

Due to a reduction in the Lunenburg Public Library budget, the policy below is amended, from January 1, 2010 to June 30, 2010, to limit the use of the Lunenburg Public Library to hours of normal operation only.

Approved by the Lunenburg Public Library Board of Trustees on December 9, 2009

The George R. Wallace Community Room (max. capacity 107) and the Mary Ann Sudolnik Conference Room (max. capacity 12) of the Lunenburg Public Library are available for use by Lunenburg non-profit groups and organizations for free. Guidelines for availability and conditions for using the public meeting rooms are set by the Board of Trustees.

The Story Hour Room (capacity 24) is available during open hours only for up to 2 hours.

Rooms are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The Library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual or group using its meeting rooms. Any individual or group using the Meeting Rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or its members attending its program.

Applications for use must be submitted to the Library at least 2 weeks in advance for after-hours meetings and as soon as possible for meetings scheduled during regular library hours.

Reservations

Reservations are made through the library's reservation system. They will be confirmed upon receipt of the completed Meeting Rooms Reservation Form. The space will be reserved on a first-come, first-served basis. Library programs are first priority.

1. Only 12 reservations per calendar year of up to 4 hours each (2 hours in the Story/Craft Room) may be made in advance by any one group. Groups meeting more often will be accommodated on a first come, first served basis subject to availability.

2. Priority will be given as follows: Library, Town, Lunenburg Non-profit.

3. Should a meeting conflict with a library-sponsored program, the library program will be given priority.

4. Meetings will end no later than 10:00PM. If a key has been issued to a group, then it must be returned in the drop box immediately upon locking the building. A fee of $50 will be charged for any missing keys.

5. Cancellation of meetings should be given as early as possible in order to ensure the space can be rescheduled for another party.

Regulations for Use

The person signing the application must be over 18 years of age and be in attendance when the Meeting Rooms are in use. She/he shall be responsible for the conduct of the group, payment of any bills and for the protection of Library property in connection with the meeting. The Library shall be promptly reimbursed by the signing party for any expense or damage resulting from the use of the facility.

1. **No custodial services are provided in connection with the use of the room.** The library staff provides no furniture moving or hospitality services. The person making the application shall be responsible for topical cleaning of the room immediately after the use and the removal of all trash. *If there is clean-up required after a group leaves, a fee of $50/hour will be incurred.*
2. Trash is to be taken away by users. The library trash facilities are not available.
3. The number of attendees shall be limited to the maximum capacity as determined by the Fire Chief.
4. Meetings must end 15 minutes prior to closing, unless arranged for and paid in advance.
5. Meeting rooms will not be available when the library building is closed due to emergency conditions or inclement weather.
6. Equipment owned by the Friends of the Lunenburg Public Library may be available for use. There may be fees applicable depending on the equipment. Outside equipment may be brought in if approved by the Library in advance.

Group Responsibilities

The group may set up/rearrange tables and chairs according to their requirements as long as they are returned to their proper place when the meeting has been completed.

1. Kitchen facilities must be cleaned thoroughly if used. All trash must be bagged and removed from library grounds.
2. No smoking or alcoholic beverages are allowed on town property.
3. There must be adherence to the library hours of operation and the instructions of the staff on site.
4. Refreshments may not be taken from the Meeting Rooms into other areas of the library.

I have read and acknowledged the rules and regulations as set forth by the Lunenburg Public Library Board of Trustees:

_____ _____

Representative's Signature *Staff Signature*

Approved by the Lunenburg Public Library Board of Trustees November 2009.