



MELROSE PUBLIC LIBRARY

Meeting Room Policy

Meeting Rooms in Melrose Public Library are available for Melrose organizations of a civic, cultural, or educational purpose. Meeting rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation or development of business, for profit or for fundraising. No goods or services shall be promoted, sold, or exchanged upon the premises or by sample, pictures, or descriptions. Use of meeting rooms for library purposes shall take precedence over all other uses.

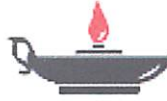
Public use of meeting room space is not the library's primary mission, and must at all times be subordinate to the need to provide a safe, peaceful and respectful environment in which to conduct regular library business. No use of the meeting rooms will be allowed that is likely to disturb library patrons in their customary use of library facilities, impede library staff in the performance of their duties, or endanger patrons, staff or the library buildings or collections.

There is no charge to use the meeting room spaces at the Melrose Public Library, nor may staff accept any funds either personally or on behalf of Melrose Public Library, to influence meeting room use approval. However, donations freely made to the Trustees of the Melrose Public Library are gratefully accepted.

The right to use meeting room space is dependent upon adherence to the Meeting Room Regulations provided to all users of the meeting room space.

Exceptions to this policy may be made at the discretion of the Board of Library Trustees as it deems in the best interest of the library and the community.

Approved by Trustees (October 2, 2012)



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Melrose Public Library Meeting Room Regulations

Meeting Rooms in the Melrose Public Library are available for Melrose organizations of a civic, cultural, or educational purpose. Library space is not available for the benefit of private individuals or commercial interests.

The following regulations must be observed:

1. Meeting rooms are available during regular library hours on those days that the library is regularly scheduled to be open. Meetings should end no later than 15 minutes before closing. The building must be vacated by closing time.
2. Priority shall be given to library functions or meetings related to library activities. Library staff shall have the right to cancel, reschedule or transfer meeting room locations or dates that conflict with library sponsored programs and/or special events. In such cases, staff will make their best effort to give advance notice.
3. Public use of the library's meeting rooms must be subordinate to the need to provide a safe, peaceful and respectful environment in which to read and study. No use of the meeting rooms will be allowed that is likely to disturb library patrons in their customary use of library facilities, impede library staff in the performance of their duties, or endanger patrons, staff or the library buildings or collections. Courtesy to Library staff is expected at all times.
4. If the meeting calls for special arrangement of furniture, notification to this effect must be given when the room is requested. This option is available only in the downstairs Meeting Room.
5. All groups using Library meeting room space must fill out a group registration form prior to the first use of a room, and confirm/update information annually thereafter.
6. Young children who attend meetings with their parents must remain with their parents. Groups using the downstairs meeting room must remain within the meeting room space with doors closed. It is not permissible to expand the meeting into the regular Children's Room space, either before or after the Children's Room closes for the evening.
7. Meeting room requests shall be granted on an individual basis, with the Library Director reserving the right to refuse or withdraw the use of the facility for reasons of unsuitability as to size, scope of the meeting, or abuse of property.



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8. In case of an unscheduled library closing, such as weather-related closures, the library will make its best effort to notify group contact persons with the contact information on file. Such groups may reschedule another meeting time.
9. Groups that repeatedly cancel without proper notice, use a meeting room without a reservation, change rooms/dates, or violate other regulations may lose their room use privileges for a minimum of three months.

Organizations using a meeting room are encouraged to make a donation to the library if they are able. A check payable to Trustees of Melrose Public Library may be left at the main desk.

Melrose Public Library
69 West Emerson Street
Melrose, MA 02176
781-665-2313 x116
melcalendar@noblenet.org
www.melrosepubliclibrary.org

Group Registration Form



Patrons requesting any room must be a Melrose resident with a public library card.*

All groups are subject to approval. The **FIRST** time you request a room you **MUST** sign and return this form before your request is reviewed. An email will be sent letting you know if your "reservation is APPROVED."

All rooms require advanced scheduling; your initial request for the Meeting Room must be ten days in advance of the date needed - no exceptions. The Trustees Room and Upper Lobby require 4 days.

The library can accommodate groups of 25 or less and reserves the right to move any group to a more appropriate space. Your group is limited to 1 event per week and 4 per month.

To cancel a room request, send an email to melcalendar@noblenet.org.

All fields below are required to book a room:

Group Information:

Melrose Non-profit, Civic or Cultural, or Educational Group _____ (check if yes)

Organization: _____

Library Card Number: _____

Contact Name: _____

Melrose Address: _____

Email: _____

Cell/Daytime Phone: _____

Additional Contact: _____ (if applicable or N/A)

Email: _____

Cell/Daytime Phone: _____

***By requesting this room, the library card holder hereby agrees to abide by:**

- 1. The information in the email confirming your request, and**
- 2. All applicable Policies and Regulations for the above facility.**

Signature

Date

Form expires 9/1/15