

# ANDOVER PUBLIC LIBRARY

## Meeting Room Policy

*The intent of this policy is to provide equitable access to this popular resource for as many groups as possible.*

### PURPOSE

In keeping with the library's vision and intent to create welcoming spaces that serve as public commons, and to encourage civic engagement by offering people opportunities to connect and interact, the Andover Public Library (APL) meeting rooms are available for use by community groups for informational and educational programs/uses (may include public lectures, panel discussions, workshops and other similar functions), civic club meetings, special "play" activities, games, certain performances, homeschooling activities, and cultural meetings and programs, when these rooms are not otherwise needed for library purposes. The Art Gallery is also available for wedding receptions, family reunions, showers, special parties and other private activities. The three meeting rooms that are available for community use are: (1) FEMA Storm Shelter, (2) Art Gallery, (3) Conference Room. Use of the library meeting rooms does not imply endorsement by the library staff or Board of Trustees of the viewpoints presented. The use of a meeting room by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activities unless the activity is being co-sponsored by the library. The location of the library may be publicized as location of a named organization's meeting; however, under no circumstances may the library's phone number be used for any purpose, nor will the library help dispense meeting information or registrations.

*Article six of the LIBRARY BILL OF RIGHTS states that such facilities should be made available to the public served by the given library "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."*

### POLICY

The APL Board of Trustees encourages the widest possible use of library meeting rooms by government agencies, nonprofit community groups and individuals as long as this use does not interfere with the normal or specially-planned functions of the library.

- When scheduling a meeting room, an individual must indicate the name of the group or organization and a contact person with a phone number for the organization that will be using the meeting room.
- The individual scheduling the meeting for an organization must sign a copy of this meeting room policy as an acknowledgement and agreement to abide by the rules of the policy.
- Although every effort will be made not to do so, room bookings are subject to cancellation by the library with two weeks notice if the room is needed for library programming. If the library must close due to weather or any other emergency, any activities scheduled for the meeting room will be canceled. All fees will be

refunded. In the event of sudden adverse weather, it is the responsibility of the organization using the room to contact the library to determine whether or not the room will be available.

- If the organization using the library must cancel a meeting, prompt notification to the library is required. It is the group leader's responsibility to notify the members/audience if the scheduled meeting or public program is to be canceled. The library does not post signs about such cancellations.
- Programs involving the sale, advertising, promotion of commercial products or services or programs sponsored by a business firm, regardless of purpose, are prohibited except for those performers that charge admittance and/or would be allowed (with pre-approval) to sell sound recordings, videos and books related to their performance.
- Monetary solicitation of any kind (i.e., donations, registration fees, etc.) may be sought from meeting room attendees only if pre-approved or co-sponsored by the library.
- Groups may charge a reasonable materials cost amount to recover the cost of materials, hand outs, craft making supplies, refreshments, etc. Arrangements for payment of such fees have to be approved at the time of booking the room reservation.
- Annual programs can be scheduled up to one year in advance. The library shall have the right to limit the number of meetings held by any organization in order to make space available to as many groups as possible and to ensure that the use of meeting rooms does not become unreasonably ongoing and exclusive.
- Users agree to abide by all regulations of the library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear. Damage costs will be assessed and charged to the user by the facility director. Users with unpaid charges will be denied access to the meeting rooms.

#### CHARGES

If a fee is required for use of the room(s), payment is due with the completed application. The Andover Public Library may charge a fee for using the meeting rooms to defray costs of maintenance, cleanup, depreciation of equipment, fines, electricity, etc. After hour usage of the library will require a fee to defer the cost of the afterhour's staff fee. The library reserves the right to charge user fees according to the classifications of usage defined below. Within these classifications, reservations are filled on a first-come, first-served basis.

**Class "A" Use:** Class "A" rates apply to non-profit groups, government agencies and City of Andover departments for non-commercial use (i.e., no admission fee or vendor fee and/or donation is requested or received). Events may or may not be open to the public and may occur during or outside of regular library hours. The library welcomes and appreciates donations for the use of the meeting rooms.

**Class "B" Use:** Class "B" rates apply to groups whose events, performances, book-signings or meetings involve admission fees; material cost recovery; sale of sound recordings, videos or books. Events may or may not be open to the public and may occur during or outside of regular library operating hours.

