

Meeting Rooms Policy

Portland Library

Statement of Purpose

The Board of Directors of the Portland Library views the use of the library meeting rooms as a library service. The rooms shall be available to the library community in its broadest sense and shall reflect the Library's educational, cultural, social and recreational roles and its function as a community gathering space. The use of a room by any group or individual does not in any way constitute an endorsement of the group's or individual's policies or beliefs by the Library or the Town of Portland.

The Library Board subscribes to Article IV of the Library Bill of Rights, which states that facilities shall 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.

I. Availability

The Portland Library has meeting rooms and two small study rooms available for public use.

Mary Flood Room---capacity 90 people

Wagner Room---capacity 25 people

Van Beynum Room---capacity 15 people

Conference Room---capacity 8 people

Buck Room---capacity 6 people

The Conference and Buck rooms may be booked by individuals for quiet study or tutoring. If applicable, please also see the Tutoring Policy

Meeting rooms are generally available by reservation during hours when the library is open to the public.

II. Application for Use of Meeting Rooms

The meeting rooms shall be available for booking to groups or individuals on a first come, first served basis, subject to the approval of the Library Director or his/her designee.

To book a room, a representative of the group must fill out and sign a meeting room application form. **Fax, or written application, sent by mail, e-mail, or hand-delivered, is required. The Library shall respond to requests within three business days of receipt.**

In case of conflict, the priority in booking for meetings:

- 1) Critical Town Meeting with the exception of a previously scheduled library program when another venue can appropriately accommodate the Town group.
- 2) Library and library affiliated groups or programs
- 3) Portland non-profit and Civic organizations or groups whose activities will benefit the citizens of Portland
- 4) Non-profit and civic organizations not relating to Portland, and local **For-profit groups, non-commercial activity.**

Definition: **Critical Town meetings:** Meetings of the Board of Selectmen, The Planning and Zoning Commission and the Inland Wetlands Commission, and other municipal commissions.

III. Limits:

The Mary Flood Room may remain in use beyond the usual closing time until 11 pm; a designated group member must be trained in closing procedures. In case they continue beyond closing time, public meetings held in a room other than the Mary Flood must move to a designated area to allow monitoring of the entrance door activity after the Library is closed.

Except for Critical Town Meetings, groups shall be limited to regular bookings of no more than once a month.

Non-profit groups with no Portland affiliation and local for-profit groups are limited to a maximum of one use of the meeting rooms between the respective periods from January to June and July to December.

Tutors who receive pay for their services may not reserve a room prior to the day of use, but may use a study room if available, for up to two hours.

The Library reserves the right to approve or deny requests for use of the meeting rooms, or cancel a reservation for the use of a meeting room, in case of conditions that could reasonably be expected to disrupt the library's operations.

IV. Eligibility & Fees

The rooms shall be available to non-commercial, tax-exempt, cultural, civic, professional, educational or governmental groups.

Groups of juveniles under the age of 18 may use the meeting rooms only with verified adult supervision, including one adult per each group of ten (10) juveniles present. An individual of high school age may use a study room for individual private study without adult supervision.

The rooms and the library facility shall not be used for the following purposes:

Commercial activity or soliciting
Political rallies for the purpose of supporting or opposing a specific candidate;
Religious services;
Group or private social events.
Fundraising may take place only at the discretion of the Library Board or designee.

The Library reserves the right to seek references of the individual booking the room and of any group, before booking the room.

V. Guidelines and Responsibilities

Supervision and Responsibility for order:
The organization and the individual applying for using the meeting room are responsible for supervising the use of the room.

A child or children accompanied to the library by a user of a meeting room may not be left unattended in the library or in a meeting room.

Groups using the meeting rooms may be responsible for arranging the room and shall be responsible for restoring the room to the same condition in which it was found; If the kitchen is used, it must be left in clean, orderly condition. No refreshments may be served in the Van Bynum Room.

Applicant supplies a request for set up of the room at the time of application.

Users of the library's audio-visual equipment must be trained in advance and will be held responsible for any damage to hardware.

Alcoholic beverages may not be served in the Library.

The Library is a **Smoke-free** building.

Cooking and use of candles are prohibited.

Materials shall not be affixed to wall surfaces without prior written permission.

A statement of sponsorship must appear in all advertising and press releases using the following

phrase: "This program is sponsored by (organization's name) and will be held in the _____ meeting room of the Portland Library."

Groups, excepting Critical Town meeting groups, may not store materials at the Library.

No group may use the Library as its mailing address or information contact point.

The Library shall not be responsible for damage or loss to equipment, supplies, exhibits or exhibit materials, or any other items owned by an individual or group and used in the meeting rooms.

VI. Liability

Waiver

The Library Board and the Town of Portland or their employees or agents are not liable for any claims arising out of the use of this facility.

The library reserves the right to require that groups or individuals provide a certificate of comprehensive general liability insurance with minimum coverage of one million for property damage and personal injury arising of use of the facility.

The applicant shall be required to pay in advance, either through a cashier's check or a surety bond, the cost estimated by the Director of any security measures which are reasonable or necessary for the meeting.

VII.

Exceptions to this policy may be made at the discretion of the Library Director or his/her designee.

Failure to act in accord with this policy and/or the following library policies: the Behavior and Environment Policy and/or the Child Behavior and Supervision policy may result in cancellation of a meeting and/or future denial of meeting room privileges for any group or individual.

Revised and Approved by the Library Board of Directors
October 22, 2009

May 19, 2011

October 25, 2012