

# Community Room Meeting Space Use Policy

The Belmont Literary and Historical Society Free Library 's meeting space shall be available to programs and/or groups whose activities fall within the guidelines of library policy as determined by the Board of Trustees. Priority is given to library activities and library-related use. When the meeting space is available, activities sponsored by the Belmont Literary and Historical Society Free Library will be given priority. Further use of the meeting room is determined on a first-come, first-served basis.

## Requirements for Meeting Space Use:

### 1. Meeting Space Etiquette:

- a. Meetings should cause no interruption or inconvenience to ongoing library activities.
- b. Use of the meeting space does not imply endorsement by the library, staff, or Board of Trustees. The group or individual will issue no advertisements or publicity indicating that the event is a library-sponsored event. The Library Director has the right to review all handouts, literature, materials, and press releases.

### 2. Priority Use and Application:

- a. Application for the use of the meeting space must be made at least **two weeks** in advance by an individual over 18 who will be responsible for ensuring adherence to the rules and regulations.
- b. The person filling out and signing the application form is considered the **responsible party** for the event.
- c. The Board of Trustees reserves the right to limit organizations which hold periodic meetings to encourage broad use of the space.

### 3. Maximum Capacity:

- a. The meeting space shall not exceed **75** people in compliance with code enforcement standards. This capacity must be strictly observed.

### 4. Non-Refundable Donation & Cleaning Deposit:

- a. A **\$50 non-refundable donation** is required for use of the meeting space. This donation supports the upkeep of the library and its services.
- b. A **\$50 cleaning deposit** is also required. The deposit will be returned upon inspection, provided all cleaning requirements have been met (see "Cleaning Procedures" below). If cleaning is not done to the library's standards, the deposit will not be refunded.
- c. **Donation and Cleaning Deposit** are due **7 days prior to the event**.

### 5. Room Condition & Cleaning:

- a. The room must be cleaned and left in the condition it was found.

- b. **All garbage** must be emptied and removed by the group after the event.
- c. The room's floors, tables, chairs, and counters should be wiped down.
- d. Care must be taken with the **beautiful wood floors**. They should be protected from scratches or damage at all times. Chairs with rubber protectors on the bottom should be used to avoid any floor damage. Do not tip and drag chairs across the floor.

#### **6. Smoking & Alcohol Policy:**

- a. Smoking, including vaping, is strictly prohibited in the meeting room and all library areas.
- b. Alcohol is also prohibited. This includes both consumption and distribution.

#### **7. Cancellations:**

- a. The library must be notified promptly of any cancellations. Failure to do so may result in declining future use of the meeting room.

#### **8. Supervision for Youth Groups:**

- a. For groups with members under age 18, a responsible adult must fill out the application and be present for the duration of the event. Adequate adult supervision must be provided.

#### **9. Liability for Damages:**

- a. Groups are financially responsible for any damage that occurs during their use of the meeting space, including its furnishings and equipment. If access to the meeting space involves use of the main floor of the library (e.g., via the accessible ramp), groups are also responsible for any damage to the library and its contents during that time. This includes any additional cleaning required as a result of their use.

#### **10. Right to Cancel or Suspend Usage:**

- a. The Board of Trustees reserves the right to cancel or suspend any permission granted to a group or organization that violates the rules and regulations of the meeting space or library.

#### **11. Key Pickup:**

- a. Keys for the meeting room can be picked up **any time the library is open, within 7 days of the scheduled event**, unless another event is being held during those 7 days.

# Community Room Meeting Space Agreement Form

## Event Information:

Event Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Organizer Name: \_\_\_\_\_

## Contact Information:

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Acknowledgements:

I, the undersigned, acknowledge that I have received, read, and agree to comply with the **Community Room Meeting Space Use Policy** and understand that any misuse of the space may result in my group being prohibited from future use.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\*\*\*\*\* FOR STAFF USE \*\*\*\*\*

Application Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Keys Picked Up: \_\_\_\_\_ Pickup Person's Signature: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Keys Returned: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Cleaning Deposit Returned (if applicable): \_\_\_\_\_ Staff Initials: \_\_\_\_\_