

Community Room/Meeting Space Use Policy

The Belmont Literary and Historical Society Free Library's meeting space shall be available to groups provided their intended use complies with the operational rules, safety codes, and behavior policies as determined by the Board of Trustees. These policies can be found online on our website and a hard copy can be provided. 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. Any public advertisement, flyers, or social posts for the event must include the statement: "This event is not sponsored or endorsed by the Belmont Literary and Historical Society Free Library, its staff, or its board."
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.
 - d. Recurring Events (e.g., Book Clubs or Community Groups):
Groups requesting recurring use of the meeting space (monthly, bi-weekly, etc.) must submit a completed application every six months, listing all intended dates. This ensures equitable access for all community members and helps the library maintain an up-to-date schedule.
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. Use Fees, Donations, and Cleaning Deposit:

The library uses a tiered structure for meeting room use to support equitable access and maintenance:

- Non-Profits/Civic & Community Groups (Examples include: 501(c)(3) charities, book clubs, historical societies, local scout troops, religious groups, and grassroots community organizations. Note: events in this tier **must be open to any member of the public**. Meetings that restrict attendance to specific members or invitees only will be classified and billed as Private Events)
 - During Library Hours: No Charge
 - Outside of Library Hours: \$50 suggested donation
- Private Events/Non-Commercial Forums (Examples include: Private birthday parties, family reunions, political candidate town halls, partisan committee meetings, and/or public debates):
 - During Library Hours: \$50 use fee
 - Outside of Library Hours: \$100 use fee + \$50 refundable cleaning deposit
- For-Profit Businesses/Commercial Activities (Examples Include: Staff meetings/Trainings, independent consultants hosting paid seminars, commercial entities presenting sales pitches, or any event where goods/services are actively sold):
 - During Library Hours: \$50 use fee
 - Outside Library Hours: \$100 use fee + \$50 refundable cleaning deposit

Terms and Conditions:

- a. All fees are due 7 days prior to the event. The \$50 cleaning deposit is refundable upon inspection, provided all cleaning requirements are met.
- b. The library reserves the right to levy additional fees or cleanup charges solely based on documented staff time, actual damages, or failure to comply with the cleaning checklist.
- c. Fee Exemption Policy: Fees are applied uniformly based on the categories above. The Director or Library Board of Trustees may waive fees only for events that are officially co-sponsored by the library or emergencies resulting in facility closure.
- d. Non-Endorsement: Use of the library space by any group or individual does not constitute an endorsement of their beliefs, policies, or political candidacies by the library, library staff or library board members.

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 community/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 notify the library of a cancellation at least 48 hours in advance twice within a 6-month period will result in a 3 month suspension of room privileges.
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.
 - b. By using the meeting room, the individual or organization agrees to hold harmless the Belmont Literary and Historical Society Free Library, its officers, agents, board members, and employees from any and all claims, suits, damages, losses, or expenses—including legal fees—arising from their use of the space.
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.
 - b. Keys only grant access to the lobby, stairs, and community/meeting room. The main library remains off-limits after hours. Unauthorized entry or attempts to access the main library area will result in an immediate, permanent ban from the facility and forfeiture of the cleaning deposit.
 - c. Keys must be returned to library staff, or deposited in the library book drop, within 24 hours of the event's conclusion. A fee of \$25 will be assessed for any lost or unreturned keys.

Community Room Meeting Space Agreement Form

Event Information:

Event Name: _____

Is this a recurring event? ☐ No ☐ Yes

Date of Event: _____

(For recurring use, list all known dates within a 6-month period. A new form is required bi-annually.)

Time of Event: _____

Group Classification (Please check one):

☐ Non-Profit/Civic & Community Groups**

☐ Private Event/Non-Commercial Forum

☐ For-Profit Business/Commercial Activities

**Note: If this box is checked, your event must remain free and open to any member of the public. Events restricting attendance are classified as Private Events.

Contact Information:

Organizer Name: _____ Phone: _____

Email: _____ Mailing Address: _____

Acknowledgements:

I, the undersigned, acknowledge that I have received, read, and agree to comply with the Community Room Meeting Space Use Policy. I understand that failure to follow the policy may result in denied or revoked access. I agree to be personally responsible for any damages or cleaning required beyond standard use, and I understand that use of the space does not imply Library sponsorship.

I further agree to hold harmless the Belmont Literary and Historical Society Free Library, its officers, agents, and employees from any and all claims related to this event.

Signature: _____ Date: _____

Print Name: _____

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

Application Received: _____ Staff Initials: _____

Keys Picked Up: _____ Pickup Person's Signature: _____

Keys Returned: _____ Staff Initials: _____

Cleaning Deposit Returned (if applicable): _____ Staff Initials: _____