

Eastham Public Library Meeting Room Policy & Procedures (Addendum to Town of Eastham Town Owned Buildings ~ Room Use and Fee Policy)

Purpose: The Library's meeting rooms provide an opportunity for bringing together the resources of the Library and the activities of the community. The Library welcomes the use of its meeting rooms by community groups having a relationship with the Eastham community for civic, educational and recreational purposes. Use of meeting rooms for Library and Town purposes shall take precedence over all other uses.

Library Bill of Rights: As an institution of education for democratic living and in keeping with its mission, the library provides a gathering place for community members – in all their diversity – to meet in social engagement, to share discourse, to ponder divergent ideas and to engage in civic connection. Accordingly, library meeting places are available on equal terms to all groups in the community regardless of the belief and affiliations of their members **provided that the meetings are free and are open to the public** and comply with the Town of Eastham policies and regulations and Library procedures during library hours. "No admittance fee may be charged or contributions solicited except for library related fundraisers.

During library hours, meeting rooms are not available for private social gatherings, private parties, or gatherings that advertise a particular product or service. Political and religious groups may use the Library's meeting rooms for administrative or educational purposes but shall not be allowed use for the sake of proselytizing, campaigning or otherwise influencing people to a particular point of view.

Reservation Procedures

Meeting Rooms will be assigned on a "First Come, First Served Basis," with priority given to Library and Town programs. Meeting Room applications must be filed at least four weeks in advance and may be made **up to three months** in advance online or by filling out the Town of Eastham Application for Use of Town Owned Buildings. The application must be signed by someone with the authority to sign on behalf of the organization. That person must notify the Library of cancellation of a meeting in addition to notifying group members and/or audience. Exceptions will be allowed for meetings during library hours when no set up is required.

Light refreshments and catered food may be served but must have the approval of the Library Director and comply with Eastham Board of Health regulations. Organizations wishing to serve refreshments are responsible for obtaining the required permit from the Eastham Board of Health.

Hours, Fees and Special Equipment

The meeting rooms are available during regular Library hours. Availability outside of regular Library hours on Monday through Friday until 10 PM and after hours on Saturday and Sunday is at the discretion of the Library Director and Town Administration and subject to the Town's fee schedule. Organizations may set up for meetings at 8:45 AM on days the Library is open.

Approved by Board of Library Trustees on August 27, 2016.

A scheduled Town employee will be in the building when the public is in attendance and will be responsible for securing the Library when the public has left.

Reservations may be made in advance for use of audiovisual or specialized equipment, and all equipment must be operated by a qualified person.

Library meeting rooms will not be available for use in the event the building is closed due to emergency conditions or inclement weather. Library staff will do their best to contact the group's contact person on the application.

The Library has the right to cancel, re-schedule or transfer meeting room locations or dates that conflict with library sponsored programs.

Publicity

Use of the Library meeting room facilities does not imply any endorsement of a group's beliefs, policies or program. No organization shall in any of its publicity state or suggest that the Eastham Public Library or Town of Eastham sponsors or endorses the meeting, the group or any particular set of ideas.

Organizations may identify the Library and provide its address in their publicity for the meeting.

All inquiries concerning meetings will be directed to the person signing the agreement.

Requirements for Room Reservations

All organizations using any meeting room shall complete and submit the Application for The Use of Town Owned Buildings in writing. This form shall incorporate by reference the Town's policy and the Library's procedures and document that the applicant group has received a copy of the policy and procedures and agrees to abide by the terms and conditions of this policy.

Reservations shall be made through the office of the Library Director, or designee. The Library reserves the right to reject a reservation request if the anticipated meeting is likely to be disruptive to regular library functions. If in the opinion of the Town Administration or Library Director, the presence of a police officer is advisable, the group using the meeting room will hire one at its own expense.

The person responsible for the group must alert staff when the meeting has ended.

Library Meeting Rooms:

The Library provides the following Meeting Rooms during Library hours:

-Small Conference Room (Main Floor): Available for small group meetings. Occupancy 10 people. This room has a projector, smartboard, and microphone/sound system for remote meetings. This room is intended as a meeting place without distractions, such as book discussion groups.

-Eastham Room (Lower Level): Available for genealogical and local history research. Available by special arrangements through the Library Director.

-VIS Room: Available on a first come first serve basis for informal groups of 8 people or less. This room also serves as an ongoing book sale run by the Friends of the Library.

The Library provides the following Meeting Rooms during and after Library hours:

-Gregory S. Turner Meeting Room: Occupancy 120 people. This room has a large projection screen and sound system. *Access to the pantry must be requested separately.*

-Large Meeting Room: Occupancy 49 people. This room has a large projection screen and sound system. *There is no access to the pantry.*

-Small Meeting Room: Occupancy 49 people. This room has a portable smart computer screen and sound system. *Access to the pantry must be requested separately.*

Due to the high level of regular weekly programs and story hours, the Children's Program Room is available for Library use only, and is not available for booking.

The Town of Eastham Building Use Fees are as follows:

Requests for use of Town Building rooms is reviewed by Town Administrator or designee and cannot be appealed. However, at her discretion, she may bring any pressing issue to the attention of the Board of Selectmen

Type A-Town of Eastham Boards & Committees

Type B-Civic & Service Groups, Non-Profit organizations

Type C-For profit organizations, advocacy groups & political parties, private individuals

Room Use	Type A	Type B	Type C
Town Hall Rooms Monday-Friday 8 am -4pm	\$0	\$0	\$50
Town Hall Room Sunday 9 am-5pm	\$0	\$50	\$200
Council on Aging Monday-Friday 8am-4pm	\$0	\$0	\$100
Council on Aging Saturday 4pm-10pm Sunday 8am-5pm (Sunday arrangements must be made at least 2 weeks in advance)	\$0	\$50	\$200
Kitchen Use at Town Hall or COA (no cooking, only microwave is allowed)	\$0	\$0	\$50
Public Library Rooms during Library hours	\$0	\$0	\$50
Public Library Rooms after Library hours - 4 PM – 10 PM	\$0	\$50	\$100
Public Library Rooms after Library hours (weekends) Friday 4 PM -10 PM Saturday 4 PM – 10 PM Sunday 8 AM – 5 PM	\$0	\$75	\$200

Approved by Board of Library Trustees on August 27, 2016.

TOWN OF EASTHAM

Town-Owned Buildings ~ Room Use and Fee Policy

1.0 Authority

The Board of Selectmen hereby and in accordance with their statutory authority and responsibility for town-owned buildings, establishes a policy pertaining to the use of town buildings and usage fees as herein described

2.0 Purpose

It is the intention of the Board of Selectmen of the Town of Eastham to make designated town-owned buildings available to all qualified applicants as per the regulations and fees described further in this policy.

3.0 Applicability

This policy shall apply to individuals or organizations wishing to use designated town owned building rooms for an event or program.

4.0 Definition

Town owned building rooms designated for use are the Earle Mountain Room, the Small Room and the Timothy Smith Room located in the Eastham Town Hall, the Main room at the Council on Aging, and the meeting rooms at the Eastham Public Library. The Eastham Public Library meeting rooms are described in an addendum to this policy.

5.0 Responsibility

The Board of Selectmen or their designee is responsible for ensuring that this policy is upheld, the guidelines followed and the applicable fees received.

6.0 Standards/Rules and Regulations

6.1 Eligibility

Town sponsored groups, civics and service groups, non-profit organizations, for profit organizations, advocacy groups, political parties and private individuals shall be eligible to apply and use town owned building rooms for meetings.

Applications shall not be considered for groups or individuals who discriminate in their membership, programs or philosophy, on the basis of sex, race, color, creed, national origin, disability, marital status, veteran status or sexual orientation.

Repeat use may be denied to groups or individuals who fail to abide by this and other policies, rules and regulations pertaining to the use of town owned property.

6.2 Use of town-owned buildings shall be governed by the following rules and regulations:

Approved by Board of Library Trustees on August 27, 2016.

6.2.3 User agrees that no alcohol shall be consumed in the building or on the premises

6.2.4 The meeting room and rest rooms must be left in a neat and clean condition after each use

6.2.5 Equipment belonging to the building may not be used unless so specified in the "Application for building Use."

6.2.6 Nothing may be removed from the building without permission of the Head Custodian

6.2.7 All decorations must be flameproof in accordance with the State Fire Code. In arranging decorations, nails and other material harmful to the finish of the building shall not be used.

6.2.8 Setup of the room must be arranged with the custodian. There will be no activities performed which have the potential to put undue stress to carpets and floors, such as dances, races, etc. The moveable wall(s) that separates the Earle Mountain Room and the Small Room at the Town Hall and the Gregory S. Turner Meeting Room and Small Room at the Library must not be moved by anyone but one of the custodians or designated staff member. In the case of damage over and above normal wear, the group shall be responsible for reimbursement to repair the damage.

6.2.9 A \$50.00 cleaning fee will be assessed to groups which leave the room in a condition which is less than clean after use.

6.2.10 Each room has been arranged for a maximum number of people allowed in each room according to fire code and safety regulations. This is strictly enforced.

7.0 Procedure

Applicants requesting to use town-owned buildings for meetings are required to fill out the Building Use Form available at the Town Hall reception desk and pay the applicable fees. Applications and fees must be turned into the Town designee no less than four weeks prior to the requested event. Should two or more applicants request the same day(s) preference shall be given to events sponsored by the Town. The Board of Selectmen or their designee reserves the right to reject any and all requests.

8.0 Use Fees

The fee schedule as attached is subject to change.

9.0 Liability

The Town of Eastham assumes no liability either for injuries to persons who are on town premises or damage to any equipment. The holder of a permit to use the town facilities agrees to accept all equipment and property as is and waive any and all claims against the Eastham Board of Selectmen, its members, employees and agents for any injury, accident, illness, expense of claim of any kind whether to persons or to property which may occur as a result of the use of town facilities by said holder or by others under its express, implied or apparent authority. The holder of a permit further agrees to assume all liability and to indemnify and hold harmless, the Board of Selectmen, its members, employees and agents

for any and all damage to the buildings equipment of other property arising out of the use of town facilities by the said holder or by others under its express, implies or apparent authority. The above waiver, assumption of liability and indemnification shall be effective and binding, notwithstanding that the condition of the facilities may have caused or contributed to the injury, damage, expense, or claim.

10.0 Effective

This policy is effective as of September 7, 2011

This policy was adopted by the Board of Selectmen on September 7, 2011.

Town of Eastham

APPLICATION FOR THE USE OF TOWN OWNED BUILDINGS

Today's Date: _____

Date of Event: _____ Start Time: _____ End Time: _____

Organization or Group: _____ Local Sponsoring Organization: _____

Person responsible for the obligation of the group: _____

Address _____ e-Mail _____ Phone _____

Area or Facilities Needed: _____

Purpose of Building Use: _____

Communit(y)ies to be served _____

Profit or Non-Profit Organization: _____

Total # of Persons expected _____ Maximum # expected at any one time _____

Special Equipment Required: (Please check all that apply)

Room: _____ Police Coverage: _____ Sound System: _____

Floor Mike: _____ Movie Screen: _____ Laptop: _____ Power Point: _____ Podium: _____

TV/VCR: _____ Extra Tables: _____

Other

Fees to be assessed by the Town: _____ Date Paid: _____ Collected by: _____

I AM THE PERSON RESPONSIBLE FOR THE OBLIGATION OF THE GROUP. I HAVE READ THE ATTACHED REGULATIONS AND UNDERSTAND THEM, WITH THE ACKNOWLEDGMENT THAT ANY ADDITIONAL EXPENSES INCURRED WILL BE PAID BY MY ORGANIZATION AND THAT ANY VIOLATION OF THE RULES OF THE TOWN OF EASTHAM MAY JEOPARDIZE FUTURE USE OF THE BUILDING.

SIGNATURE _____ Date _____

This application is recommended for approval and reservation made according to the above information with the understanding that all Town policies and regulations will be followed.

TOWN ADMINISTRATOR/DESIGNEE

DATE

Reservation entered on: _____ by _____