

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

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.

Purpose: The Library's meeting rooms provide an opportunity to bring together library resources and community activities. The Library welcomes the use of its meeting rooms by community groups which have 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 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 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 requests may be made up to three months in advance using the online reservation system. Requests should be made at least one week prior to the event to allow library staff planning time. The request must be made 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 p.m. 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 (see page 3). Organizations may set up for meetings at 8:45 am on days the Library staff is in the building. 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 must be made in advance for audio/visual or specialized equipment and special furniture set-up. Those requiring special furniture set-up or use of AV equipment must meet with library staff in advance. All equipment requires operation 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 groups' contact person on the application.

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

Publicity

Organizations using Library meeting rooms are required to provide their own publicity for the event. Use of the Library meeting room facilities does not imply any endorsement of a groups' 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 who submitted the meeting room request.

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. It is also available by special arrangements with the Library Director for groups of up to 20 people. No food or drink is allowed in this room.

VIS Room (First Floor): Available on a "first come, first served" basis for informal groups of 8 people or fewer. Authors interested in introducing their works may book the VIS Room for a signing or reading. This room also serves as the on-going book sale room run by the Friends of the Library. *Therefore, group use of the VIS room is not exclusive (browsers may enter the room at any time).*

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. If used, the pantry must be left as it was found – in clean condition.*

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

Small meeting Room (B): Occupancy 49 people. This room has a portable smart computer screen and sound system.

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.

TOWN OF EASTHAM FEE SCHEDULE

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

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

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

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

Approved by the Board of Library Trustees on August 27, 2016; Revised on December 1, 2018. Page 5

This policy is effective as of September 7, 2011

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