

NORWELL PUBLIC LIBRARY MEETING ROOM USE POLICY

Policy Statement

The Norwell Public Library Meeting Room is available for use by individuals and non-profit organizations engaged in educational, cultural, intellectual, or charitable activities. The Library is committed to providing varied programming to our patrons and to respecting and making available diverse viewpoints.

Permission to meet at the Library does not constitute an endorsement of any group's policies, views, or beliefs by the Library or Board of Library Trustees, and any such representation is prohibited. The Library Director and Board of Trustees are responsible for upholding this policy and reserve the right to deny any organization use of a meeting room or cancel a reservation if this policy is violated or if it is determined that the meeting would adversely impact regular use of the library.

Description of Room and Availability of Facilities and Equipment

The Meeting Room is the largest meeting space in the Library. Tables and chairs are available. An audiovisual system is also available for use upon request. An adjoining kitchenette is available for serving light refreshments. Paper goods or other supplies must be provided by the group using the facilities.

Regulations

Eligibility for Meeting Room Use

1. When the Meeting Room is not in use for Library-sponsored programs, all Norwell Town Departments and Boards and non-profit organizations, community groups, and individuals may apply to reserve the Meeting Room for meetings and programs of an educational, cultural, or of a civic nature. Preference will be given to organizations whose primary patrons are Norwell residents.
2. Meeting Room use is prioritized as follows:
 - Norwell Public Library programs
 - Town of Norwell departments, boards, and committees
 - Norwell/local non-profit organizations, community groups and individuals who primarily serve Norwell residents with programs of an educational, cultural, or of a civic nature.
3. Requests for Meeting Room use may only be submitted by adults over the age of 18.
4. All requests will be approved or disapproved by the Library at its sole discretion; a request for use does not assure approval. The Library will make every effort to respond in a timely manner.
5. Meetings cannot be scheduled more frequently than once per month or for periods exceeding four hours per meeting.
6. Reservations must be made at least 1 week in advance and may be made up to 30 days in advance of the date requested.
7. Meeting Room reservation requests may be made for groups of 10 or more people.
8. Private meetings are not permitted, except for staff meetings or public meetings that must go into Executive Session. The Meeting Room is not available for personal or family

NORWELL PUBLIC LIBRARY MEETING ROOM USE POLICY

use nor is it available for commercial or for-profit organizations. All meetings must be free and open to the public.

9. Except for Library-sponsored events, no admission or supply fees may be charged or solicited; no donations of money or other property may be solicited or collected from the audience; no contact or sales lists may be compiled; and no goods or services shall be promoted, sold, or exchanged upon the premises or by sample, pictures, or descriptions.
10. The Meeting Room shall not be used for the promotion of individual political candidates, entrepreneurial or commercial purposes, for the solicitation or development of business, for profit or for fundraising, for religious services or proselytizing, or for gambling or games of chance. This includes, for example, informational seminars intended to generate future clients for a company or individual as well as free events/workshops intended to promote a company, business, or for-profit organization.

Use of Meeting Room

11. To request a Meeting Room reservation, go to norwellpubliclibrary.org, select *How Do I?*, then *Reserve a Meeting/Study Room*.
12. Events must be confirmed with the Library prior to any advertising. Advertising must be worded: "Presented by group x" and "held at the Norwell Public Library." The Norwell Public Library must not be listed as a host or sponsor on any flyers or advertising.
13. The individual responsible for the meeting must check in at the Library's public service desk upon arrival. Entry will not be allowed before the time stated in the reservation.
14. The group using the room is responsible for setting up and cleaning up, including putting away tables and chairs. It is expected that the Meeting Room and kitchenette will be left in the same condition in which they were found. Liability for any damage to Library property will be assumed by the group using the Meeting Room.
15. Nothing may be attached to the walls or ceiling.
16. The consumption of alcoholic beverages and smoking are prohibited.
17. Meeting Room activities must begin and end at the times specified in the reservation.
18. Applicants are responsible for setup, breakdown, and cleanup after use. Please account for this time when requesting a reservation for meeting room use, as groups will not be allowed entry to reserved rooms before the time stated on the application.
19. If the Library's audiovisual equipment is to be used, a brief, one-time training session is required in advance of the meeting for the individual who will be using the equipment. The trained individual must be present at the time of the meeting in order to use the Library's AV equipment. The Library is not responsible for ensuring compatibility with personal laptops and devices.
20. The Meeting Room must be vacated at least 15 minutes prior to closing, with the exception of after-hours use (see "After-Hours Use" section).
21. If the premises are abused or if this policy is violated in any way the Library reserves the right to restrict future use.
22. If a police detail is deemed necessary by the Library Director for crowd control, the individual reserving the room is responsible for any bills incurred. The Library Director may rescind permission or refuse to grant permission for any meeting room request if there is reason to believe that such use will subject the Library to undue costs or subject the Library operations to undue disruption.

NORWELL PUBLIC LIBRARY MEETING ROOM USE POLICY

23. In the event that an applicant must cancel a meeting room reservation, at least 24 hours' notice should be given to the Library, with the exception of weather-related events. Any applicant that fails to honor its reservation of a meeting room without notification of cancellation will forfeit the right to reschedule. Groups that repeatedly make room reservations and fail to show without sufficient notice may have meeting room privileges revoked.
24. The Library may cancel a meeting room reservation due to building conditions, weather conditions, or other special situations.
25. On the rare occasion that the Library finds it must use a meeting room unexpectedly for Library or governmental purposes, even though a non-Library meeting has been previously scheduled, the Library will make every effort to schedule an alternate time or space for the non-Library meeting.

After-Hours Use Regulations (In addition to regulations stated above)

26. After-hours use of the building is **only** available on Monday, Tuesday, and Wednesday evenings.
27. Meetings must begin during library business hours and at least 1 hour before the Library's closing time and end by 9 pm.
28. Requests for Meeting Room use that will extend past the Library's closing time are subject to approval by the Library Director.
29. Groups or individuals holding meetings that will extend after the Library's closing time will not be allowed access to any part of the Library other than the Meeting Room, kitchenette, café area, and adjacent restrooms.
30. Groups or individuals holding meetings that will extend after the closing time of the Library are responsible for ensuring that the Meeting Room and kitchenette are left in the same condition as they were found, that tables and chairs have been put away, that all attendees have left the building, and that the building is secure before leaving the Library premises. Failure to secure the building following an after-hours meeting will result in loss of the privilege of using meeting rooms in the future.

Liability and Responsibility

31. The Library assumes no responsibility for lost, stolen, or damaged items brought into the Library Meeting Room.
32. Any individual or organization using the Library Meeting Room agrees to indemnify and hold harmless the Library and its Board of Trustees and the Town of Norwell and its officials for any and all liability which may arise from the use of the premises.
33. Any individual or organization that fails to comply with this Policy and its regulations is subject to loss of Meeting Room use privileges.
34. The Library Director shall have the final decision on Meeting Room use and reserves the right to review, accept, or reject any and all reservation requests.

**NORWELL PUBLIC LIBRARY
MEETING ROOM USE POLICY**

Approved by NPL Board of Trustees 8/16/2021
Amended by NPL Board of Trustees 3/19/2024