

Library Meeting Room – Guidelines for Use

Peabody Institute Library of Danvers

1. General: The Board of Library Trustees is responsible for establishing policy for the use of Library facilities. The function of the Peabody Institute Library's facilities is to provide a safe and supportive environment that furthers the Library's mission and encourages the use of the Library's informational, educational and recreational materials, programs and services. The primary use of our George B. Gordon Room (hereafter, "Gordon Room") is for Library programs and events. The secondary use of the room is for activities held by agents, boards, committees or other representatives of the government of the Town of Danvers (hereafter, Town of Danvers) in furtherance of municipal governance.

It is the policy of the Peabody Institute Library to allow the rental use of the Gordon Room by businesses, social organizations and individuals during specified times and when these facilities are not needed for activities sponsored in whole or in part by the Library or the Town of Danvers and provided that the meetings are open to the public. Non-Library or non-Town of Danvers usage of the rooms is limited to 50 participants.

The Library Director may request that the Board of Library Trustees review such applications as he/she deems appropriate. The Board of Library Trustees reserves the right to withhold permission or revoke permission previously granted if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, *infringes on the public convenience*, or is in any other way inconsistent with or in contravention of any of the terms and conditions of this policy. In determining whether such a likelihood exists, the Board of Library Trustees and/or the Library Director may take into consideration the contents of the application form, the history of the group's meeting room use in the library, the history of the group's use of meeting facilities elsewhere, and such other information as they may deem appropriate.

The Board of Library Trustees reserves the right to determine, in its reasonable discretion, whether any proposed use of a meeting room will require a police detail or other extraordinary police protection, and if so the anticipated cost thereof. In making this determination, the Board of Library Trustees may take into consideration the contents of the application form, the history of the group's meeting room use in the library, the history of the group's use of meeting facilities elsewhere, and such other information as the Board may deem appropriate, and may consult with the Chief of Police or his designee. If the Board of Library Trustees determines that such police protection will be reasonably necessary, the group seeking to reserve the use of a meeting room shall be required, as a condition of such reservation, to pay to the Board of Library Trustees by such date in advance of the meeting as the Board of Library Trustees, in consultation with the Danvers Police Department, reasonably sets, the anticipated cost of such

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police protection, and such sum shall be applied thereto, with any surplus being returned to the group after the meeting. The group shall be liable to the Board of Library Trustees and/or the Town of Danvers for any deficiency.

Permission to use the rooms does not imply Library endorsement of the goals, policies or activities of any group or organization.

Any false, misleading or incomplete statement on the application form shall be grounds to forbid the use of meeting rooms by the applicant group.

Failure to notify the library of cancellations may result in forfeiture of future bookings.

Minors may not reserve a meeting room, nor can they serve as sponsors.

2. Authority: The Board of Library Trustees has established this policy regarding library meeting room use and is the sole authority in interpreting these rules and regulations. The Library Director is authorized to accept reservations for the use of the meeting rooms in accordance with these policies and regulations, and to deny or immediately terminate permission to any group whose programs or policies are inconsistent with the best interest of the Library or that violates these policies and regulations. The Director's interpretation of these regulations shall prevail subject to the final decision of the Board of Library Trustees.

3. General Prohibitions:

a. No use of tobacco or open flame is allowed.

b. Alcohol use for Library or Town of Danvers events is prohibited unless expressly authorized by the Board of Trustees.

4. Rental Prohibitions: In addition to the General Prohibitions above, the following apply to any use of the Gordon Room by non-Library/non-Town of Danvers groups:

a. No private parties or gatherings are permitted. Any and all non-Library or non-Town of Danvers usage of the room must be open to the general public.

c. Alcohol use at non-Library or non-Town of Danvers events in the Gordon Room is strictly prohibited.

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d. Fees/Solicitations: No admission fees may be charged or products or services sold by any non-Library or non-Town of Danvers users. Groups and organizations may conduct customary activities such as collecting dues from members or refreshment money, but cannot solicit donations. The Gordon Room shall not be used for entrepreneurial or commercial purposes, for the solicitation of business or for profit. No goods or services shall be promoted, sold, or exchanged upon the premises or by sample, pictures, or descriptions.

5. Availability: The Gordon Room is available on a first-come, first-served basis. Additionally, the Room is available for rental only during library hours of operation and specifically:

Monday through Thursday – 9 a.m. to 1 p.m. and 5 p.m. to 9 p.m.
Saturday – 9 a.m. to Noon.

All other times are reserved for Library and Town of Danvers use. The room is not available for Friday or Sunday rental.

6. Cost: The standard rental fee is \$100.00. The fee must be paid at least fourteen (14) days prior to the event being held. Rental checks should be made payable to the Peabody Institute Library.

7. Supplies: The Library can provide tables, chairs, a coffee maker, refrigerator and a stove. Individuals or groups renting the room must specify which items they will require on a completed reservation form. Any other supplies or equipment (to include electronic and/or audiovisual devices) must be provided by the user.

8. Support: The Library and its staff will not provide technical support for personal computers or any other equipment which renters may bring to the event.

9. Decorations: No items may be taped, tacked or otherwise affixed to the walls or wall hangings. All decorative items must be removed immediately at the conclusion of the event.

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10. Reservation: The Room may be reserved no more than one year in advance of the date of the event for which it is being rented. For more information about reserving the Gordon Room, call the Library at (978) 774-0554. The individual making the reservation is responsible for:

- a. Completing a reservation form and returning it to the library.
- b. Remitting the \$100.00 rental fee at least two weeks prior to the event. (This fee may be waived for non-profit organizations or at the discretion of the Board of Trustees if they deem good cause is shown.)
- c. Returning the room to the same condition it was in prior to the event.

11. Publicity: In allowing a group to use the Gordon Room, the Board of Library Trustees does not imply any endorsement of the group's beliefs, policies or program. No group shall in any of its publicity state or suggest that the Peabody Institute Library, the Board of Library Trustees, the Town of Danvers or the library staff sponsors or endorses the meeting, the group or any particular set of ideas.

Groups may identify the library and provide its address in their publicity for the meeting, but may not give out the library's telephone number or invite potential attendees to contact the library. Library staff will not accept RSVPs or sign-ups on behalf of the renting organization.

12. Parking: The library's north parking lot (adjacent the Sylvan Street entrance) is reserved for library users. Attendees at Gordon Room events may park in legal spaces along Peabody Avenue or the municipal lots adjacent to Pond Street and at the intersection of Holten and Elm Streets. Attendees must comply with all local parking regulations. The Library is not responsible for any fees incurred as a result of illegal or unauthorized parking of vehicles.

Approved by the Board of Library Trustees, November 14th, 2012