



EAST BRIDGEWATER PUBLIC LIBRARY

32 Union Street

East Bridgewater, Massachusetts 02333

Tel 508-378-1616 Fax 508-378-1617

Community Room Use Policy

The East Bridgewater Public Library offers the use of its Community Room to local community groups and organizations to support the informational, educational, cultural and/or civic needs of the community. The Community Room is available subject to the policies and procedures outlined below, and in accordance with the principles set forth in the American Library Association's Library Bill of Rights, which states, "Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Use of the Community Room does not imply endorsement, support, or co-sponsorship of the activities or of the beliefs of the group using the Community Room by the East Bridgewater Public Library or the Town of East Bridgewater. The Director of Library Services and the Library's Administrative Assistant reserve the right to refuse the use of the Community Room or cancel any room reservations when they deem it in the best interest of the East Bridgewater Public Library or the Town of East Bridgewater.

General Guidelines

Any group wishing to use the Community Room must complete the Community Room Reservation form, the Community Room Rules for Use form, agree to the Community Room Use Policy, and receive the approval of the Administrative Assistant or Director of Library Services.

The Community Room can be reserved during the hours that the library is open, and use shall commence during the hours that the library is open. In those rare instances where after hours use of the Community Room is necessary, it is limited to Monday-Thursday until 9:00 p.m. and Saturday until 4:00 p.m. at which point all participants must vacate the building using the back exit. The building alarm will be set at closing and the main library will be closed and locked. Use of the Community Room before the library opens in the morning is not permitted.

There is no storage in the library available to the public. Groups with supplies, equipment, etc. must take these items with them at the end of the meeting. No items may be left in the Community Room for future use.

Priority for the use of the Community Room will be given in the following order:

1. East Bridgewater Public Library meetings, events, and programs
2. Town of East Bridgewater departments, boards, and committees
3. Neighborhood and community-based groups and organizations based in East Bridgewater
4. All other groups or organizations

Use of the Community Room must not interfere with the operation of the library.

All meetings and programs must be free, open and accessible to any members of the public. The Community Room is not available for individual use, private meetings, parties, or social functions. The Community Room shall not be used for entrepreneurial or commercial purposes. No admission fees may be charged. Non-profit groups and the library may hold fundraising activities provided no admission fee is charged.

Applications, Reservations and Cancellations

Community Room reservations may be requested no more than 3 months in advance and no less than 3 weekdays in advance of the event. Reservations may only be made by submitting the Community Room Reservation form and the Community Room Rules

for Use form to the Library Administrative Assistant in-person or by email. The applicant will receive a confirmation when the request is approved. Reservations are not officially reserved until confirmed. Reservations are considered in the order they are received.

The individual signing the forms must be at least 18 years of age and is responsible for the security, safety and behavior of the group. Activities for minors, ages 17 and under, must be supervised by responsible adults.

The applicant shall be in attendance when the Community Room is in use and will be held responsible for the orderly conduct of the group and for any loss of, or damage to, library property. Permission for use of the meeting room is not transferable by any individual or group.

Cancellations must be made as far in advance as possible or at least 3 days ahead of the meeting date. Groups who fail to cancel or reschedule Community Room reservations without sufficient notice may be prevented from future reservations for the period of one month. Repeated failure to cancel or reschedule Community Room reservations may result in the group being blocked from further use. Should the group cancel the meeting, it is their responsibility to notify their members or attendees of that decision.

In the case of an unscheduled library closing due to weather, building repairs, or an emergency, a group may reschedule another meeting time. The Administrative Assistant will notify the contact person for the affected group as soon as possible.

The East Bridgewater Public Library reserves the right to cancel, reschedule or change the location of reservations that conflict with building repairs or library-sponsored programs or events. In such cases, effort will be made to give advance notice.

Facilities, Equipment & Safety

Groups may use the tables, chairs and projection screen in the Community Room, provided they do the set up and take down themselves. Furniture may not be moved in or out of the Community Room. Tables and chairs must be returned to their original location at the end of the meeting and the projection screen rolled up.

Groups may request use of the Library's projector when they reserve the room. The projector must be set up and taken down by members of the group.

Out of concern for public safety, candles, incense, and any kind of open flames are prohibited. Smoking, vaping, and the consumption of alcoholic beverages is strictly prohibited in the Community Room and on library grounds. Failure to follow this guideline may result in the loss of the use of the Community Room.

The applicant or group reserving the Community Room shall be responsible for picking up trash and excess materials and equipment of the users. If glue, paint or similar materials are used, the group using the room must cover the tables and if necessary put a tarp on the carpet to protect it. Glitter may not be used in the Community Room or on library grounds. Failure to follow this guideline may result in the loss of the use of the Community Room.

To prevent damage, groups are prohibited from using tape or any kind of adhesive on walls or furniture. Failure to follow this guideline may result in the loss of the use of the Community Room.

Groups are responsible for the cost of replacement or repair of lost, stolen or damaged furniture or equipment, and any damages to the building itself such as carpet squares, walls, staircases, doors, etc.

Refreshments may be served but must be contained within the meeting space. The Community Room must be returned to the state it was found in before use of the

space. All food waste, trash, spills, etc. must be cleaned up by the group. Failure to follow this guideline may result in the loss of the use of the Community Room.

Per the *Unattended Child Policy*, no children under the age of 8 may be left unsupervised in any part of the library building or grounds before, during or after meetings.

Groups are responsible for turning off the lights in the Community Room at the end of their event. If using the air conditioner, it must be turned off. Please do not change the thermostat.

The rear door of the Community Room leading to the parking lot must be closed securely. Please double check the door upon leaving to be sure that it has locked.

Groups using the Community Room agree to indemnify and hold harmless the Town of East Bridgewater, the Board of Library Trustees, the East Bridgewater Public Library, and their employees, officers, agents and representatives, from any kind of suits, actions, claims, or demands of any nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings or its equipment.

Any exceptions to these guidelines must be approved by the Director of Library Services before a reservation is made. Failure to follow these guidelines may result in the loss of the use of the Community Room.

Approved by the Library Board of Trustees - February 2024