

NORTON PUBLIC LIBRARY COMMUNITY ROOM POLICY

A fee of \$100.00 per session will be charged for non-municipal groups while the library is open.

Library Hours:

Mon. 9:00-7:30

Tue. 9:00-7:30

Wed. 9:00-3:30

Thu. 9:00-7:30

Fri. 9:00-3:00

Sat. 9:00-3:00

The library is closed on Saturdays in the summers until Labor Day.

The Board of Trustees of the Norton Public Library wishes to encourage the use of the Community Room for civic and educational purposes of benefit to the community.

The Community Room of the Norton Public Library is a community asset and is available to others provided that such meetings do not conflict with regular library service and programs, as library programs shall always take precedence. Use of the Community Room must conform to the following policy guidelines:

- Use of the Community Room is primarily for library and library-related events, programs or meetings; municipal meetings, trainings or programs; and meetings or events by other non-profit community organizations. Other groups may be allowed to use the room for a fee when scheduling permits. All groups are subject to the Library's behavior policy at all times. Because a particular meeting takes place in the library does not mean that the library endorses the philosophies, practices, or activities of special interest groups.
- An application, reflecting current organizational information, must be on file from each group using the room. After the initial inquiry, if the application has not been received within one week, the date requested will be released.
- The Library building and property are subject to restrictions set forth by the state of Massachusetts on the use of public buildings for political use. Elected officials can hold office hours and public forums at the library.

- The room may not be reserved more than two months in advance. It is not the purpose of this meeting room to house regular (i.e. monthly or weekly) meetings of any organization or group.
- Approval for use of the room shall be given only after review of the completed application by the Director.
- The approval to use the meeting room carries with it the delegation of responsibility for the facilities used. The individual who signs the request form assumes the responsibility for accidents or damages which occur to the building or equipment which is made available. The signee will be responsible for payment of all repairs which must be made as a result of any damages. Accidents or damage which occur during the use of the meeting room MUST be reported to the Director within 24 hours.
- Neither the Board of Trustees of the Norton Public Library nor the Town of Norton will be responsible for injury to persons or property that occur while the library meeting room is used.
- The Library will provide tables and chairs (as available); however, the user is responsible for placing the tables and chairs in their desired configuration, and returning the room to the state found upon arrival.
- Requests for in-house use of Library owned audio-visual equipment must be made at the time of application. Use of the equipment is limited to members of the group who are proficient in its use. Equipment belonging to the group may not be left in the Community Room.
- Smoking is not permitted anywhere in the library building. Serving alcoholic beverages is prohibited.
- Seating capacity of the Community Room is limited to 120 chairs with no tables. If using tables, groups must follow posted building inspector guidelines for numbers of chairs and audience size.
- Meetings are generally to be scheduled for time periods during the library's hours, and must be completed and room cleared at least fifteen minutes before the library is scheduled to close. There will be a charge of \$100.00 per session for non-municipal groups. When a group's meeting shall require the presence of a staff supervisor for closing and securing the building, a fee of \$50.00 per hour may be charged.
- Kitchen facilities are available for serving light refreshments. Groups may not leave food or beverages in the refrigerator, on the kitchen counter, or anywhere in the Community Room. The library does not provide paper

goods or other items for preparing and serving food. Groups using the kitchen facilities are responsible for the general cleanliness of the kitchen.

- Groups using the meeting room may only charge a fee for participation in the program being offered with prior approval by the Director.
- The Board of Trustees reserves the right to withhold permission for the use of the room for prior infractions of these regulations or misuse of the facility.
- Exceptions can be made with Library Board approval.

Approved by the
Norton Public Library Board of Directors
October 5, 1999
Revised: 6/10/08; Revised 11/8/11;
Revised 1/11/22

NORTON PUBLIC LIBRARY
COMMUNITY ROOM
APPLICATION FOR USE

Name of organization _____

Representative of organization making application and assuming responsibility for use:

Name: _____

Title: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail: _____

Description of proposed use:

Will a fee be charged? _____

Will kitchen facilities be needed? _____

Special equipment needed? Please specify: _____

Approximate number of attendees: _____

Will your meeting adjourn after the library closes? _____

I have received a copy of the Community Room policy and fully understand the conditions placed upon the use of the Norton Public Library Community Room I accept full responsibility for its use. I will inform the Norton Public Library if the responsible party changes.

Signature: _____ Date: _____

Approved: _____ Date: _____