

## **NORTON PUBLIC LIBRARY COMMUNITY ROOM POLICY**

**Due to budget cuts, the Board of Trustees of the Norton Public Library finds it necessary at this time to charge a fee for use of the Community Room.**

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

**New hours beginning Sept. 7 2011 are:**

**Mondays, 10-7**

**Tuesdays, 10-7**

**Wednesdays, 10-3**

**Thursdays, 10-7**

**Fridays, 10-2**

**Saturday, 10-2**

**The library is closed on Saturdays beginning end of June 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 available to the public 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:

1. Use of the Community Room shall be limited to non-profit community organizations. 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.
2. An application, reflecting current organizational information, must be on file from each group using the room. 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.
3. Approval for use of the room shall be given only after review of the completed application by the Director.
4. 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.

5. 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.
6. The Library will provide tables and chairs (as available); however, the user is responsible for placing the tables and chairs in their desired configuration.
7. 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.
8. Smoking is not permitted anywhere in the library building.
9. Serving alcoholic beverages is prohibited.
10. Seating capacity of the Community Room is limited to 160 chairs.
11. Meetings are generally to be scheduled for time periods during the library's hours, and must be completed ten minutes before the library is scheduled to close. There will be a charge of \$100.00 per session for non-municipal groups.
12. When a group's meeting shall require the presence of a custodian for closing and securing the building, a fee of \$25.00 per hour may be charged.
13. 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. Groups may use the coffee makers and microwave, but must clean them after use. 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.
14. The appearance of the meeting room and kitchen must be restored to the state found upon arrival, including the placement of tables and chairs. Equipment belonging to the group may not be left in the Community Room.

15. Groups using the meeting room may only charge a fee for participation in the program being offered with prior approval by the Director.
16. 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.
17. Exceptions can be made with Library Board approval.

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

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: \_\_\_\_\_

10/5/99

