

Palmer Public Library

1455 No. Main Street Palmer, MA 01069 Tel.# (413)-283-3330

POLICY FOR USE OF PALMER PUBLIC LIBRARY FACILITIES

The Community room and other smaller rooms at the Palmer Public Library are available for use by a non-profit organization, a town-sponsored activity, or a group approved by the Board of Trustees, or their designee, the Library Director. These rooms will be booked with preference given to Library and Friends of the Library programs. Guidelines for availability and conditions for use of facilities are set by the Board of Trustees.

Library property may not be used for political campaigns, fundraisers (other than those sponsored by the Library), or for religious services. Individuals and groups may use the library for purposes of holding internal business meetings and/or educational events for their employees, members or clients. Individuals and groups may not sell or promote products and services, proselytize, or charge for an event.

The Board of Trustees subscribes to the tenets of the Library Bill of Rights, which states in part, "Libraries which 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".

Certain designated spaces are available for meetings and educational/cultural programs. The following conditions must be met:

1. • The **applicant** must provide valid identification and be at least 18 years of age.
• The **applicant** must attend the meeting and assume full responsibility for the use of the room(s).
2. Space should be reserved as far in advance as possible, but no more than three (3) months in advance. If a reservation is made for a series of meetings (e.g., the first Thursday of every month, etc.), there may be occasions when the group will be preempted. In such cases, as much notice as possible will be given. All reservations must be approved by the Library Director or designee. Questions about eligibility will be decided by the Library Director or designee.
3. Notice of cancellation should be made as soon as possible. Failure to cancel or to appear for a reservation will result in forfeiture of room use privileges. **Cancellations requiring a refund will be subject to a \$25 processing fee.**
4. Meeting rooms will not be available when the Library is closed due to emergency conditions or inclement weather. **Please note that all meetings must conclude [including clean up] at least fifteen (15) minutes before the library closes.**
5. An authorized representative of the group requesting use of library meeting space will fill out a Meeting Room Reservation Form and submit proof of non-profit status, if/when applicable. That representative must read and sign the Policy of Use & Statement of Responsibility Form [policy statement] as well. The authorized representative's signature will indicate that the group has read and understands this policy. Statement of Responsibility Forms will be kept on file under the name of the organization for the current calendar year and must be resubmitted on an annual basis.
6. The approved group bears responsibility for all licensing, catering, decorations, displays, and special equipment, subject to Board approval. **The group agrees to follow building regulations and to leave the room clean. Failure to clean the space will result in suspension of room reservation privileges.**

7. Each meeting space has a maximum occupancy. According to the Massachusetts General Laws and fire codes, the capacity of each room must NOT be exceeded. Please see the room reservation form for a list of rooms and corresponding capacities.
8. Tape, tacks, nails, or other fasteners are not to be used on any walls, windows, doors, or woodwork in the library building. Signs, decorations, or displays must be limited to tables or easels.
9. The library is not responsible for damage to or loss of equipment, supplies, displays or display materials, or other items owned by an individual or group, and used or left in library facilities, before or after an event.
10. The event cannot interfere with normal operations during public hours. The Library Board of Trustees reserves the right to determine, in consultation with law enforcement officials, whether the proposed use of library meeting rooms will require a police detail or other extraordinary police protections, and if so determined, the anticipated cost thereof will be borne by the **applicant** reserving the meeting space.
11. **The Library cannot guarantee parking facilities for those attending the meeting. In order to assure adequate parking for normal library operations, those attending group meetings must use the free parking located across the street from the library or on-street parking.**
12. The Board may require an applicant group to supply a certificate of insurance, from an insurer licensed to do business in Massachusetts, in such amount and in such form as the Board may reasonably deem appropriate, naming the Board as an additional insured, and covering damage to the library building, grounds, and collection, and injury to persons occasioned by the event.
13. Use of library premises will not be permitted solely for personal/organizational profit.
14. Smoking and alcoholic beverages are not permitted on library premises.
15. The fact that a group is permitted to use library facilities does not constitute an endorsement by the library of the group's policies or beliefs. Advertisements, announcements, press releases, flyers, etc., relating to non-library sponsored meetings should not imply that the meeting is sponsored by the Palmer Public Library. If an advertisement mentions the library, it must include the statement "This event is not affiliated with or sponsored by the Palmer Public Library." Failure to do so may result in the suspension of room reservation privileges.
16. The Library will make reasonable attempts to accommodate the groups' needs but makes no guarantee that staff will be available to change the arrangement of a room, to train individuals in the use of equipment, or to resolve any problems that arise.
17. Exceptions to any provision in this policy may be made only at the discretion of the Board or the Library Director.
18. By signing this agreement all groups shall agree to hold the Board, library staff, and the Town of Palmer harmless from and to indemnify them against all costs, damages, losses, claims, and expenses incurred, directly or indirectly, as a result of such group's use of library facilities.

Approved 10/14/99
Amended 02/18/2010

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FEE SCHEDULE:

USE OF PALMER PUBLIC LIBRARY FACILITIES*

	Town / Civic Organizations	Non-Profit Organizations**	For-Profit/Commercial Organizations
<i>All fees are charged by per hour increments only.</i>			
Community Room	No Fee	\$ 35	\$ 75
Meeting Rooms	No Fee	No-Fee	\$ 50
Computer Lab	\$ 50	\$ 50	\$ 100
Kitchen***	\$ 15	\$ 15	\$ 30

* These fees are the minimum required to reserve meeting space in the Palmer Public Library. Payment is due with room reservation request form. Any donation above and beyond these fees is greatly appreciated by the Palmer Public Library as these monies allow the fees to stay reasonable and the rooms to stay available to the members of the community. Cancellations requiring a refund will be subject to a \$25 processing.

**Proof of Non-Profit Status Required

*** Kitchen use must be requested at time of Reservation. If not cleaned, group will be billed for janitorial services (minimum one hour janitorial fee).

Approved: 02/18/2010

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Use of Palmer Public Library Facilities: Statement of Responsibility Form

The individual designated on this form shall be responsible for paying the cost of any damage or loss incurred by the Palmer Public Library as a result of actions by members of the group using the meeting room. All groups are subject to additional charges for any damages to the property or special cleaning required. The Library is the sole determinant of whether damaged furnishings or equipment can be repaired or replaced. The Library will make all arrangements for repairs to walls, floors, etc. The organization or group will not be permitted to reserve meeting room space again until the costs of repairs or replacement of damaged items have been paid.

I have read, understand, and accept the conditions of this agreement and the *Policy for Use of Palmer Public Library Facilities*.

Print name of organization

Address

Signature of responsible individual

Print name

Telephone #

Email Address

Date

Please check the applicable legal status of your organization:

Town / Civic Organization Non-Profit Organization* For-Profit/Commercial

* Proof of non-profit status 501(c)(3), 501(c)(4), 501(c)(5) must be submitted with the Statement of Responsibility Form.

Describe intended purpose for using the Palmer Public Library meeting space?

