

QUINCY PUBLIC LIBRARY MEETING ROOM POLICY

The public meeting rooms are available for public gatherings of a civic, cultural, or educational character. Meeting rooms are not available for private social events. All meetings must be open to the public. Library sponsored activities are given priority in scheduling use of the rooms at all times. The Library reserves the right to revise any schedule of meetings. The Library may preempt established reservations upon reasonable notifications to the group(s) involved.

There is no charge to use meeting rooms, though donations to the Quincy Public Library or Mary Weems Barton/Quincy Public Library Foundation are encouraged. No admission fee may be charged, products or services sold, funds solicited for “cost-recovery” or donations accepted unless for the Quincy Public Library or Mary Weems Barton/Quincy Public Library Foundation. The name, address, or telephone number of the Quincy Public Library must not be used as the official address or headquarters of an organization. Publicity for a meeting by a non-library group should not be worded in a manner that would imply library sponsorship of the group's activities. A statement must be included as follows, “This program is not sponsored or endorsed by the Quincy Public Library.”

No more than 150 people shall use the large meeting room at one time. No more than 25 people may use the small conference room at one time. No more than four (4) people may use a study room at one time. Depending on the room set up, these numbers may be significantly reduced.

Reservations for rooms may be requested online, arranged in person, or by calling Administration. Reservations for conference and meeting rooms should be made at least one week prior to the event to allow time for approval and notification. Reservations may not be made more than three (3) months in advance without prior approval by the Director.

Room use is limited to open public hours of the Library. The group must end the meeting or program at least 15 minutes prior to the scheduled closing of the Library.

Physical arrangements of the room, equipment, and seating must be planned at the time of the room reservation. Requested library-owned equipment will be set up by Library staff only. The room and its contents must be used with care. The individual or group may be liable for any damages.

Any group or individual wishing to reserve a room on a repeating basis must make specific arrangements with Library Administration. No group may meet in the large meeting room more than once a month without approval from the Director.

Study rooms are available for use by individuals or small groups for study, discussion, tutoring, or wireless computer use. Study rooms may be reserved no more than four (4) hours in length, and no more than one month in advance. Study rooms may also be used on a walk-in basis if they are available, by request at the Circulation or Reference Desks. Rooms may be given to someone else if not claimed within 15 minutes of the reservation time.

No group may reassign its use of a meeting room to any other party.

Any individual or group that reserves the conference or meeting room, but cannot use it must notify the Library at least 24 hours prior to the scheduled use. Failure to comply with this rule twice within six (6) months will result in loss of meeting room privileges for one year.

Food and beverages may be taken into meeting rooms but must be removed and cleaned up before leaving the area. Groups wanting to serve a meal in the meeting rooms must get approval from the Director prior to the meeting. The individual or group may be liable for any damages or excessive cleaning.

Persons reserving meeting rooms must acknowledge receipt and acceptance of meeting room policies before reservations are approved.

Quincy Public Library
Board of Trustees
Adopted October 8, 1991
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